

**City of East Bethel  
City Council Agenda  
City Council Regular Meeting  
Date: December 9, 2024 at 7:00 p.m.**



This City Council meeting may be monitored live via the following means:  
Cable Channel 10, MidcoTV Channel 77, or the City of East Bethel YouTube channel  
([www.youtube.com/channel/UC8\\_7ShcME-XG14pN5JrmBGq/live](http://www.youtube.com/channel/UC8_7ShcME-XG14pN5JrmBGq/live))

**7:00 PM**

- 1.0 Call to Order**
- 2.0 Pledge of Allegiance**
- 3.0 Adopt Agenda**
- 4.0 Presentations and Public Hearings**
  - A. 2025 Budget Presentation: Public Comment and Approval of City, EDA and HRA Budgets and Levies (p. 3-97)
    - 1. Res. 2024-79 Adopting the 2025 Budget and Levy (p. 98)
    - 2. Res. 2024-80 Adopting the 2025 EDA Budget and Levy (p. 99)
    - 3. Res. 2024-81 Adopting the 2025 HRA Budget and Levy (p. 100)
  - B. East Bethel Fire Department Community Response Policy (p. 101)
- 5.0 Public Forum**
- 6.0 Consent Agenda (p. 102-105)**

***Any item on the consent agenda may be removed for consideration by request of any Council Member and put on the regular agenda for discussion and consideration***

  - A. Approve Bill List (p. 106-108)
  - B. Minutes: November 20, 2024 Town Hall Meeting (p. 109-110)
  - C. Minutes: November 25, 2024 City Council Meeting (p. 111-113)
  - D. Res. 2024-82, Setting 2025 City Meeting Dates (p. 114-115)
  - E. Res. 2024-83, TIF 1-2 Permanent Fund Transfer (p. 116)
  - F. Res. 2024-84, TIF 1-3 Permanent Fund Transfer (p. 117)
  - G. Res. 2024-85, TIF 1-4 Permanent Fund Transfer (p. 118)
  - H. Res. 2024-86, TIF 1-5 Permanent Fund Transfer (p. 119)
  - I. Res. 2024-87, Arena Permanent Fund Transfer (p. 120)
  - J. Res. 2024-88, 2025 Committee Stipends (p. 121)
  - K. Approve 2025 Tobacco License Renewals (p. 122)
  - L. Security Systems for East Bethel Facilities (p. 123-134)
  - M. Res. 2024-76, Fire Department Benefit Level Increase (p. 135)
  - N. Res. 2024-89, Declaring Street Sweeper Surplus Property (p. 136)
  - O. Purchase 2025 Elgin Pelican Street Sweeper (p. 137)
  - P. Purchase Tire Chains for Single Axle Snowplow (p. 138)
  - Q. Purchase Coats Tire Balancer (p. 139)
- 7.0 New Business - Commission, Association and Task Force Reports**
  - A. Planning Commission
    - 1. Setback Variance: 3564 Edmar LN NE (p. 140-147)
    - 2. Second Driveway Variance: 19408 E. Front Blvd. NE (p. 148-160)

- B. Economic Development Authority (None)
- C. Park Commission (None)

**8.0 Department Reports**

- A. Community Development
  - 1. Property Split Consideration: 426 Birch RD NE (p. 161-194)
- B. Engineer (None)
- C. City Attorney (None)
  - 1. Administrator Review Summary Statement from 11/25/24 Closed Session and Approval of 2025 Administrator's Contract (p. 195-203)
- D. Finance (None)
- E. Public Works (None)
- F. Fire Department (None)
- G. City Administrator
  - 1. Res. 2024-90 Anoka County Broadband Infrastructure Grant Program (p. 204-226)
  - 2. Whispering Aspen Redevelopment Status Report

**9.0 Other**

- A. Staff Report
- B. Council Reports
- C. Closed Session: Fire Chief Performance Review M.S. § 13D.05(3)(a)

**10.0 Adjourn**

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** December 9, 2024

**Agenda Number:** 4.0 A

**Agenda Item:** 2025 Budget Public Comment Period and Levy Resolutions

**Requested Action:** Provide the opportunity for input from residents and businesses regarding the 2025 Budget and consider approval of 2025 Budget and accompanying Levy Resolutions.

**Background Information:**

Minnesota Statute 275.065 requires Cities to conduct a public comment period where stakeholders are offered the opportunity to provide input to the City Council on proposed budgets and tax levies. The State requires that each City announce the date, time and place of the meeting where residents can provide City Council feedback on proposed budgets and tax levies. The date selected must be done at the meeting when the City Council adopts the preliminary budget and levy in September. This meeting date is also listed on the parcel-specific notices for proposed 2025 taxes that the taxpayers received in November from Anoka County.

Council directed that December 9, 2024 as the regular meeting for this opportunity. Staff recommends that Council open the floor for public comment on the 2025 Budget and Tax Levies and then consider the adoption of the General Fund Budget and Levy, the EDA Levy and the HRA Levy with the motions as presented in the recommendation to this report.

**Attachment(s):**

- 1.) 2025 Budget
- 2.) Resolution 2024-79, General Fund Budget and Levy Resolution
- 3.) Resolution 2024-80, EDA Levy Resolution
- 4.) Resolution 2024-81, HRA Levy Resolution

**Fiscal Impact:** As noted in the attachments.

**Recommendation:**

**Motion I:** Staff requests Council consider approval of Resolution 2024-79, Setting the Final Property Tax Levy and Budget for 2025

**Motion II:** Staff requests Council consider approval of Resolution 2024-80, Setting the Final 2025 EDA Levy & Budget

**Motion III:** Staff requests Council consider approval of Resolution 2024-81, Setting the Final 2025 HRA Levy and Budget

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_



# **2025 Final Budget**

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**City of East Bethel  
2025 Levy Summary**

Account Description	2022 Actual	2023 Actual	2024 Budget	2025 Final Budget	% Change
<b>Tax Levies - City</b>					
General Fund Tax Levy	5,104,200.00	5,144,600.00	5,251,100.00	5,411,500.00	3%
2015 A	597,000.00	614,500.00	632,500.00	651,000.00	3%
2014 A	331,000.00	331,000.00	330,000.00	330,000.00	0%
<b>Total Levy - City</b>	<b>6,032,200.00</b>	<b>6,090,100.00</b>	<b>6,213,600.00</b>	<b>6,392,500.00</b>	2.9%
<b>Tax Levies - Special Levies</b>					
City EDA	136,200.00	136,200.00	136,200.00	136,200.00	0%
City HRA	77,000.00	77,000.00	77,000.00	77,000.00	0%
<b>Total Levy - Special Levies</b>	<b>213,200.00</b>	<b>213,200.00</b>	<b>213,200.00</b>	<b>213,200.00</b>	0%
<b>Total All Levies</b>	<b>6,245,400.00</b>	<b>6,303,300.00</b>	<b>6,426,800.00</b>	<b>6,605,700.00</b>	2.8%

## CITY COUNCIL

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Kevin Lewis	Mayor	01/01/25
Bob DeRoche	Council Member	01/01/25
Brian Mundle	Council Member	01/01/25
Jim Smith	Council Member	01/01/27
Tim Miller	Council Member	01/01/27

## CITY OFFICIALS

Matt Look	City Administrator
Mike Jeziorski	Deputy City Administrator   Finance Director
Carrie Frost	Administrative Coordinator
Faye Bell	Administrative Assistant
Emily Jabs	Finance Coordinator
Desiree Stanford	Accounting Coordinator
Aaron Berg	Community Development Director
Nick Schmitz	Building Official
Steve Lutmer	Building Inspector
Misty Kolodziej	Building Permit Technician
Rod Sanow	Fire Chief   Emergency Management Director
Ben Uden	Fire Inspector
Nate Ayshford	Public Works Manager
Jason Hehir	Lead Street and Park Maintenance Technician
Jeremiah Haller	Lead Utility and Street Maintenance Technician

<b>Organizational Staff Summary</b>					
		<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
City Council	<b>Part Time</b>	5.00	5.00	5.00	5.00
City Administration	<b>Full Time</b>	3.00	3.00	3.00	3.00
	<b>Part Time</b>	0.06	0.06	0.06	-
Elections	<b>Part Time</b>	Contract		Contract	
Finance	<b>Full Time</b>	3.00	3.00	3.00	3.00
Assessing	<b>Full Time</b>	Contract	Contract	Contract	Contract
Legal	<b>Full Time</b>	Contract	Contract	Contract	Contract
Planning and Zoning	<b>Full Time</b>	2.00	2.00	1.00	2.00
	<b>Part Time</b>	0.06	0.06	0.06	-
Bldg Inspection	<b>Full Time</b>	3.00	3.00	3.00	3.00
Police	<b>Full Time</b>	Contract	Contract	Contract	Contract
Fire	<b>Full Time</b>	2.00	2.00	3.00	2.00
	<b>Part Time</b>	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Engineering	<b>Full Time</b>	Contract	Contract	Contract	Contract
Street Maintenance	<b>Full Time</b>	5.00	5.00	5.00	5.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
Park Maintenance	<b>Full Time</b>	4.00	4.00	4.00	4.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
Arena	<b>Part Time</b>				2.00
<b>Total</b>	<b>Full Time</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>
	<b>Part Time</b>	<b>5.66</b>	<b>5.66</b>	<b>5.66</b>	<b>7.60</b>

<b>2025 Pay Plan (Hourly)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	18.39	19.07	19.74	20.41	21.08	21.76	22.43
2	19.81	20.53	21.26	21.98	22.71	23.43	24.16
3	21.79	22.58	23.38	24.18	24.97	25.77	26.57
4	23.96	24.84	25.72	26.59	27.47	28.35	29.22
5	26.36	27.33	28.29	29.26	30.22	31.18	32.15
6	29.01	30.08	31.14	32.20	33.26	34.32	35.38
7	31.91	33.08	34.25	35.41	36.58	37.75	38.92
8	35.08	36.37	37.65	38.93	40.22	41.50	42.78
9	38.16	39.55	40.95	42.34	43.74	45.14	46.53
10	43.55	45.14	46.74	48.33	49.92	51.52	53.11
11	46.25	47.94	49.63	51.32	53.01	54.71	56.40
12	49.02	50.81	52.61	54.40	56.19	57.99	59.78
13	53.17	55.11	57.06	59.00	60.95	62.89	64.84
14	56.36	58.42	60.48	62.55	64.61	66.67	68.73
15	59.75	61.94	64.13	66.31	68.50	70.68	72.87
16	63.64	65.97	68.30	70.63	72.96	75.29	77.62
<b>2025 Pay Plan (Annually)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	38,256.51	39,656.14	41,055.76	42,455.39	43,855.02	45,254.65	46,654.28
2	41,199.32	42,706.61	44,213.90	45,721.19	47,228.48	48,735.78	50,243.07
3	45,314.65	46,972.50	48,630.35	50,288.21	51,946.06	53,603.91	55,261.77
4	49,843.81	51,667.37	53,490.92	55,314.48	57,138.03	58,961.59	60,785.14
5	54,832.79	56,838.87	58,844.95	60,851.03	62,857.11	64,863.18	66,869.26
6	60,350.56	62,558.51	64,766.45	66,974.40	69,182.35	71,390.30	73,598.24
7	66,374.12	68,802.44	71,230.76	73,659.08	76,087.41	78,515.73	80,944.05
8	72,972.45	75,642.17	78,311.90	80,981.62	83,651.34	86,321.07	88,990.79
9	79,363.86	82,267.42	85,170.97	88,074.53	90,978.08	93,881.64	96,785.19
10	90,583.32	93,897.34	97,211.36	100,525.39	103,839.41	107,153.43	110,467.46
11	96,193.04	99,712.30	103,231.56	106,750.82	110,270.08	113,789.33	117,308.59
12	101,963.71	105,694.09	109,424.47	113,154.85	116,885.23	120,615.60	124,345.98
13	110,585.22	114,631.02	118,676.82	122,722.62	126,768.42	130,814.22	134,860.02
14	117,229.53	121,518.41	125,807.30	130,096.18	134,385.07	138,673.95	142,962.84
15	124,287.67	128,834.78	133,381.89	137,929.00	142,476.11	147,023.22	151,570.33
16	132,380.39	137,223.57	142,066.76	146,909.94	151,753.13	156,596.31	161,439.50
<b>2025 Cafeteria Contribution</b>							
Full Time Employees					\$1,475 per month		
<b>Seasonal/Part Time</b>							
Mayor					\$525 per month		
Council Member					\$475 per month		
Seasonal and Part Time					\$15.00-\$23.00 per hour		
<b>2025 Fire Fighter and Officer Pay Plan</b>							
<b>Position</b>	<b>Monthly Salary Rate</b>						
Deputy Fire Chief					\$ 864.35		
District Fire Chief					\$ 713.09		
Captain					\$ 302.44		
Lieutenant					\$ 210.82		
Training Officer					\$ 210.82		
<b>Training/Drill/Fire Call/Duty Officer</b>							
Probationary Firefighter					\$16.18 per hour		
Firefighter I					\$17.42 per hour		
Firefighter II/Officer					\$17.95 per hour		
Firefighter III/Officer					\$19.76 per hour		
Duty Officer					\$302.44 per week		

**City of East Bethel  
2025 General Fund Final Budget (Summary)**

<b>General Fund</b>	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>	<b>% Change</b>
<b>Revenues</b>							
	Property Tax	5,101,640.08	5,098,159.81	2,814,219.81	5,251,100.00	5,411,500.00	3%
	Franchise Tax	63,711.38	58,997.29	42,094.30	64,500.00	61,500.00	-5%
	Payment in Lieu of Taxes	-	-	21,965.75	24,000.00	25,000.00	N/A
	Use of Fund Balance	-	-	-	225,000.00	200,000.00	-11%
	Special Assessments	13,500.00	13,000.00	6,250.00	12,500.00	12,000.00	-4%
	Licenses and Fees	37,772.45	43,006.11	37,018.37	39,400.00	39,400.00	0%
	Building Inspection Permits	305,616.36	425,703.87	515,401.95	349,500.00	347,500.00	-1%
	State Aid	309,787.42	829,574.34	234,438.79	299,000.00	235,000.00	-21%
	Fines and Forfeits	21,964.28	21,390.60	18,896.33	25,000.00	22,000.00	-12%
	Intergovernmental Charges	286,739.43	293,867.06	291,015.48	286,000.00	358,700.00	25%
	Other Fees	3,383.36	3,172.68	2,487.55	3,700.00	3,700.00	0%
	Cemetery Revenue	10,350.00	8,900.00	6,350.00	7,500.00	7,500.00	0%
	Site Lease Revenue	75,189.93	130,025.48	76,932.45	81,000.00	83,000.00	2%
	Gambling 10% Contribution	46,031.92	79,460.74	41,405.58	40,000.00	60,000.00	50%
	Refunds and Reimbursements	53,455.66	34,910.98	33,167.30	28,500.00	29,500.00	4%
	Conduit Debt Issuance Fee	-	100,000.00	-	-	-	N/A
	Interest Earnings	24,462.31	118,047.81	137,372.45	60,000.00	80,000.00	33%
<b>Total Revenues - General Fund</b>		<b>6,353,604.58</b>	<b>7,258,216.77</b>	<b>4,279,016.11</b>	<b>6,796,700.00</b>	<b>6,976,300.00</b>	<b>3%</b>
<b>Expenditures</b>							
<b>General Government</b>							
	Council	87,415.84	83,374.91	60,784.90	82,200.00	83,600.00	2%
	City Administration	427,047.63	426,934.22	335,793.02	446,200.00	461,900.00	4%
	Elections	15,551.74	2,593.26	8,553.17	20,500.00	4,000.00	-80%
	Finance	379,123.19	400,758.61	318,340.60	426,500.00	424,300.00	-1%
	Assessing	58,980.00	59,315.00	44,815.85	62,500.00	63,500.00	2%
	Legal	158,871.61	182,817.86	118,873.07	185,000.00	185,000.00	0%
	Government Buildings	49,222.23	36,235.72	28,095.09	43,500.00	43,500.00	0%
	Risk Management	88,677.00	101,917.00	106,036.00	102,000.00	108,000.00	6%
<b>Total General Government</b>		<b>1,264,889.24</b>	<b>1,293,946.58</b>	<b>1,021,291.70</b>	<b>1,368,400.00</b>	<b>1,373,800.00</b>	<b>0%</b>
<b>Community Development</b>							
	Planning and Zoning	249,895.09	147,304.84	129,835.89	184,900.00	277,500.00	50%
	Building Inspection	342,108.66	365,440.83	309,424.28	385,400.00	401,400.00	4%
<b>Total Community Development</b>		<b>592,003.75</b>	<b>512,745.67</b>	<b>439,260.17</b>	<b>570,300.00</b>	<b>678,900.00</b>	<b>19%</b>
<b>Public Safety</b>							
	Police Protection	1,172,334.00	1,223,474.00	1,396,125.00	1,400,000.00	1,473,000.00	5%
	Fire Protection	960,458.26	943,891.61	747,017.35	1,110,700.00	979,100.00	-12%
<b>Total Public Safety</b>		<b>2,132,792.26</b>	<b>2,167,365.61</b>	<b>2,143,142.35</b>	<b>2,510,700.00</b>	<b>2,452,100.00</b>	<b>-2%</b>
<b>Engineering</b>							
	Engineering	12,526.34	9,473.25	5,580.87	30,000.00	20,000.00	-33%
<b>Total Engineering</b>		<b>12,526.34</b>	<b>9,473.25</b>	<b>5,580.87</b>	<b>30,000.00</b>	<b>20,000.00</b>	<b>-33%</b>
<b>Public Works</b>							
	Public Works - Parks Maintenance	483,091.60	512,843.27	436,384.99	534,200.00	556,400.00	4%
	Public Works - Streets	955,259.43	1,061,596.30	845,849.88	1,076,600.00	1,128,600.00	5%
<b>Total Public Works</b>		<b>1,438,351.03</b>	<b>1,574,439.57</b>	<b>1,282,234.87</b>	<b>1,610,800.00</b>	<b>1,685,000.00</b>	<b>5%</b>
<b>Civic Events</b>							
	Civic Events	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
<b>Total Culture and Recreation</b>		<b>6,500.00</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>0%</b>
<b>Transfers / Other</b>							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	500,000.00	500,000.00	550,000.00	550,000.00	600,000.00	9%
	Transfer to Parks Capital	95,000.00	100,000.00	100,000.00	100,000.00	110,000.00	10%
<b>Total Other</b>		<b>645,000.00</b>	<b>650,000.00</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>760,000.00</b>	<b>9%</b>
<b>Total Expenditures - General Fund</b>		<b>6,092,062.62</b>	<b>6,214,470.68</b>	<b>5,598,009.96</b>	<b>6,796,700.00</b>	<b>6,976,300.00</b>	<b>3%</b>
City Council Packet, page 12							
<b>Excess of Revenues over Expenditures - General Fund</b>		<b>261,541.96</b>	<b>1,043,746.09</b>	<b>(1,318,993.85)</b>	<b>-</b>	<b>-</b>	



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41110 - Mayor and City Council

### **DEPARTMENTAL PROFILE**

The City Council is comprised of the Mayor and four City Council Members. All are elected at-large. Council Members serve four-year terms with two members up for election every two years. The Mayor serves a two-year term.

### **DEPARTMENTAL GOALS**

To provide leadership and vision for the City while planning for growth / development activity and to adopt policies that are in the best interest of the City and its residents.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1- Mayor  
4- City Council Members

103-Mayor and City Council Salary  
\$29,100  
Provides for a monthly salary of \$525 for the Mayor and \$475 for each Council Member

107-Commissions and Boards  
\$23,500  
Upper Rum River Watershed Management Organization -\$10,086  
Sunrise Watershed Management Organization - \$13,251

307-Professional Services  
\$5,000  
Quarterly updates of ordinances. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$21,000

League of Minnesota Cities-\$13,000

Alexandra House-\$4,500

Mediation Services for Anoka County-\$2,500

Stepping Stone - \$450

North TH 65 Corridor Coalition-\$250

MN Mayors Association-\$30

434-Conferences/Meetings

\$1,000

Costs associated with Mayor and City Council members' attendance at League of Minnesota Cities Annual Conference, Local Government meetings, etc.

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	28,575.00	24,250.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	23,829.67	25,595.87	22,629.04	21,800.00	23,500.00
	E 101-41110-125 FICA/Medicare	2,226.23	2,186.08	1,855.20	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	73.01	78.77	92.24	200.00	100.00
	E 101-41110-201 Office Supplies	128.55	130.73	32.38	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	1,600.00	2,731.40	-	1,000.00	1,000.00
	E 101-41110-307 Professional Services Fees	12,350.68	4,770.32	602.32	5,000.00	5,000.00
	E 101-41110-331 Travel Expenses	-	-	-	500.00	500.00
	E 101-41110-343 Other Advertising	-	-	-	200.00	-
	E 101-41110-433 Dues and Subscriptions	18,059.18	18,649.18	11,299.20	21,000.00	21,000.00
	E 101-41110-434 Conferences/Meetings	48.52	657.56	24.52	1,000.00	1,000.00
		87,415.84	83,374.91	60,784.90	82,200.00	83,600.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41320 – City Administration

### **DEPARTMENTAL PROFILE**

Pursuant to City Code, Chapter 2-261, the City Administrator is the chief administrative officer of the City responsible to the City Council. The Administrator facilitates and directs implementation of the City Council's policies and directives relating to City operations and activities. Specific activities include recommendations to the Council regarding policies, operations, procedures and providing liaison between the Council, commissions, employees, residents and other governmental entities.

### **DEPARTMENTAL GOALS**

Provide leadership and direction to employees of the City of East Bethel and work to achieve the goals established by the City Council. The Department also provides assistance to all stakeholders, accurate information and courteous service to City residents/visitors.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 City Administrator  
1 Administrative Coordinator  
1 Administrative Assistant

101-Full-Time Employees Regular  
\$291,900

Provides for a 3.5% COLA salary increase for three employees and a STEP increase for one eligible employee.

131-Cafeteria Contribution  
\$53,100  
City allotment for benefits for full-time employees

201-Office Supplies  
\$1,500  
Miscellaneous office supplies including paper, toner, envelopes, and folders

307 – Professional Service Fees

\$13,000

Time Savers - minute-taking services for City Council Meetings and City Council Work Meetings.

309 - Information Systems

\$16,000

Metro-Inet– IT Support

Metro-Inet- VOIP Phones

Adobe Acrobat Subscription

Anoka County - Fiber Internet

321 - Phone

\$2,200

Cell phone reimbursement for City Administrator and land lines for City Hall.

322-Postage

\$10,000

All postage costs including 4 newsletter mailings throughout the year

331-Travel Expenses

\$1,000 Mileage reimbursement for the City Administrator / Support Staff

342-Legal Notices

\$500

Advertising costs for legal notices regarding ordinances and other legally required notices

351-Printing and Duplicating

\$3,500

City newsletter production and mailing of 4 publications to each resident

413-Office Equipment

\$7,000

Pitney Bowes - postage machine lease - \$700

US Bank Equipment Finance - Ricoh copier/printer lease - \$4,000

Metro Sales – Ricoh copier / printer maintenance/supplies - \$2,300

421-Software License

\$500

Miscellaneous Software licenses

434-Conferences/Meetings

\$5,000

MCFOA membership

Miscellaneous Conferences for City Administrator, Administrative Coordinator and Administrative Assistant

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Administration						
	E 101-41320-101 Full-Time Employees Regular	271,159.21	270,679.48	203,130.65	282,000.00	291,900.00
	E 101-41320-102 Full-Time Employees Overtime	1,491.72	235.34	4,044.33	-	-
	E 101-41320-103 Part-Time Employees	1,470.00	630.00	-	1,700.00	-
	E 101-41320-122 PERA-Coordinated Plan	19,297.42	19,133.10	15,538.19	21,200.00	21,900.00
	E 101-41320-125 FICA/Medicare	20,675.57	22,658.56	17,658.34	26,200.00	26,800.00
	E 101-41320-126 Deferred Compensation	3,923.25	3,760.50	3,231.06	6,000.00	6,000.00
	E 101-41320-131 Cafeteria Contribution	49,700.00	51,296.94	43,500.00	52,200.00	53,100.00
	E 101-41320-151 Worker s Comp Insurance Prem	1,286.75	1,763.64	2,113.38	3,200.00	2,000.00
	E 101-41320-201 Office Supplies	1,493.21	1,397.08	4,301.36	1,500.00	1,500.00
	E 101-41320-231 Small Tools and Minor Equip	4,907.85	952.80	15.13	300.00	-
	E 101-41320-307 Professional Services Fees	12,121.75	13,838.23	7,850.89	10,000.00	13,000.00
	E 101-41320-309 Information Systems	15,933.16	15,677.80	12,719.68	13,500.00	16,000.00
	E 101-41320-321 Telephone	1,849.70	1,869.06	1,414.11	1,900.00	2,200.00
	E 101-41320-322 Postage/Delivery	5,460.92	6,979.70	5,600.38	10,000.00	10,000.00
	E 101-41320-331 Travel Expenses	1,512.72	1,937.31	507.33	1,500.00	1,000.00
	E 101-41320-341 Personnel Advertising	425.60	-	-	-	-
	E 101-41320-342 Legal Notices	631.13	755.23	290.40	500.00	500.00
	E 101-41320-351 Printing and Duplicating	3,738.38	2,520.90	3,289.44	3,500.00	3,500.00
	E 101-41320-413 Office Equipment Rental	6,830.75	7,089.60	5,762.41	7,000.00	7,000.00
	E 101-41320-421 Software Licensing	2,968.54	3,238.95	-	3,500.00	500.00
	E 101-41320-433 Dues and Subscriptions	170.00	-	-	-	-
	E 101-41320-434 Conferences/Meetings	-	520.00	4,825.94	500.00	5,000.00
		427,047.63	426,934.22	335,793.02	446,200.00	461,900.00



## 2025 Budget

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41410 – Elections

### **DEPARTMENTAL PROFILE**

This department is responsible for providing access to the election process to the citizens of the City of East Bethel. The department is responsible for determining polling locations, acquiring and maintaining election equipment, contracting and training election judges, registering municipal candidates, and conducting absentee voting for both the primary and general elections.

*(There is no regularly-scheduled election for 2025.)*

### **EXPENDITURE DETAILS**

219 - General Operating Supplies  
\$0

307 - Professional Services Fees  
\$0

342 - Legal Notices  
\$0

402 - Equipment Maintenance  
\$4,000

The City and Anoka County have a joint powers agreement that includes payment of a system support fee for equipment and software. The City will store and use the equipment during each election cycle.

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Elections						
	E 101-41410-219 General Operating Supplies	-	-	156.20	500.00	-
	E 101-41410-231 Small Tools and Minor Equip	225.69	-	-	-	-
	E 101-41410-307 Professional Services Fees	11,705.45	-	6,914.27	15,000.00	-
	E 101-41410-342 Legal Notices	535.98	-	187.55	1,000.00	-
	E 101-41410-402 Repairs/Maint Machinery/Equip	3,084.62	2,593.26	1,295.15	4,000.00	4,000.00
		15,551.74	2,593.26	8,553.17	20,500.00	4,000.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41520 – Finance

### **DEPARTMENTAL PROFILE**

Finance is responsible for all treasury operations of the City including: accounting management (accounts payable and receivable, reconciliations, and reporting to stakeholders), investment management, risk management (property / general liability insurance and workers compensation), utility billing management, human resource management (payroll, benefits, employee recruitment/retention), budget management, audit management, debt service management (new issues, refinances and rating calls). This department is also responsible for overseeing the information technology management (Computer - hardware / software).

### **DEPARTMENTAL GOALS**

Departmental goals include preparation of financial statements that garner a clean audit opinion, continuous analysis of the City's financial condition and continued establishment and implementation of financial policies.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Finance Director  
1 Finance Coordinator  
1 Accounting Coordinator

101-Full-Time Employees Regular Salary  
\$270,100  
Provides for a 3.5% COLA salary increase for three employees and a step increase for two employees

131-Cafeteria Contribution  
\$53,100  
City allotment for benefits for full-time employees

301-Auditing and Accounting Services  
\$27,000  
Annual audit of the City's financial statements

307 – Professional Service Fees  
\$1,800  
Anoka County - \$1,800  
Cost associated with tax levy and special assessment administration

309 - Information Systems  
\$13,500  
Metro-INET– IT support  
Metro-INET- VOIP Phones  
Adobe Acrobat Subscription

321 - Phone  
\$1,500  
Cell phone reimbursement for Finance Staff

331-Travel Expense  
\$200  
Mileage reimbursement for: trainings, bank and post office travel

342-Legal Notices  
\$1,000  
Publishing of the City's annual audit

421-Software License  
\$1,700  
Financial software license and support necessary if problems arise with Banyon financial and payroll software.

434-Conferences/Meetings/Training  
\$700  
Training for Finance Staff

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Finance						
	E 101-41520-101 Full-Time Employees Regular	244,732.67	260,531.98	194,912.33	276,600.00	270,100.00
	E 101-41520-102 Full-Time Employees Overtime	261.76	396.15	1,222.87	-	-
	E 101-41520-122 PERA-Coordinated Plan	18,261.08	19,551.96	14,710.22	20,700.00	20,300.00
	E 101-41520-125 FICA/Medicare	21,555.08	23,085.83	17,164.86	25,600.00	25,200.00
	E 101-41520-126 Deferred Compensation	5,615.53	6,163.11	4,846.59	6,000.00	6,000.00
	E 101-41520-131 Cafeteria Contribution	46,200.00	51,300.00	43,500.00	52,200.00	53,100.00
	E 101-41520-151 Worker s Comp Insurance Prem	1,585.86	1,672.43	2,073.03	2,000.00	2,100.00
	E 101-41520-201 Office Supplies	25.55	37.69	-	100.00	100.00
	E 101-41520-231 Small Tools and Minor Equip	3,136.12	-	-	-	-
	E 101-41520-301 Auditing and Acct g Services	27,600.00	23,500.00	25,578.00	25,500.00	27,000.00
	E 101-41520-307 Professional Services Fees	1,702.47	1,731.29	1,816.68	1,700.00	1,800.00
	E 101-41520-309 Information Systems	5,437.56	9,545.88	9,525.42	11,500.00	13,500.00
	E 101-41520-321 Telephone	480.00	880.00	-	1,000.00	1,500.00
	E 101-41520-331 Travel Expenses	17.88	71.04	-	200.00	200.00
	E 101-41520-342 Legal Notices	811.63	591.25	1,080.60	1,000.00	1,000.00
	E 101-41520-421 Software Licensing	1,680.00	1,680.00	1,680.00	1,700.00	1,700.00
	E 101-41520-433 Dues and Subscriptions	-	-	-	300.00	-
	E 101-41520-434 Conferences/Meetings	20.00	20.00	230.00	400.00	700.00
		379,123.19	400,758.61	318,340.60	426,500.00	424,300.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41550 – Assessing

### **DEPARTMENTAL PROFILE**

The primary function of this department is the accurate classification and valuation of all real property listed for taxation. Existing properties need to be physically inspected every five years, all newly constructed structures need to be inspected the year of construction.

### **DEPARTMENTAL GOALS**

Ensure full and accurate valuations for all properties within the City to provide an equitable basis for assessing taxes; provide detailed explanations to citizens with concerns about their properties' valuations; analyze and assimilate data acquired in the appraisal process into a format that will be useful and meaningful to the City and its stakeholders.

### **EXPENDITURE DETAILS**

307-Professional Services  
\$63,500

The City currently has a contract with the Anoka County Assessor's Office to complete these services through May 15, 2028

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Assessing						
	E 101-41550-307 Professional Services Fees	58,980.00	59,315.00	44,815.85	62,500.00	63,500.00
		58,980.00	59,315.00	44,815.85	62,500.00	63,500.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41610 – Legal

### **DEPARTMENTAL PROFILE**

Legal provides counsel and support to the City Council and other City staff. In addition, the department prosecutes criminal offenses.

### **DEPARTMENTAL GOALS**

Ensure that the City of East Bethel's interests are proactively, efficiently and thoroughly represented and protected. Closure of many longstanding issues will be aggressively pursued. The City will continue to monitor the current provision of legal services to the City to determine if the aforementioned goals are being met. When it is deemed necessary, legal specialists in various disciplines may be retained to best serve the City's interests. A portion of the cost for prosecution services is recovered through fines and penalties assessed by the court system.

### **EXPENDITURE DETAILS**

303-Legal Services  
\$185,000

The City currently has a contract with Eckberg Lammers for Legal services that runs through May 31, 2026.

Civil Services:  
1/1/25 to 05/31/25 - \$245.00 per hour  
6/1/25 to 12/31/25 – \$250.00 per hour  
\$4,800 per month \*\*estimate  
\$57,600 annually

Prosecution Services:  
1/1/25 to 5/31/25 (5 Months)- \$52,280  
6/1/25 to 12/31/25 (7 Months) – \$75,026  
\$127,306 annually

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Law and Legal						
	E 101-41610-303 Legal Fees	158,871.61	182,817.86	118,873.07	185,000.00	185,000.00
		158,871.61	182,817.86	118,873.07	185,000.00	185,000.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41940 – General Government Buildings

### **DEPARTMENTAL PROFILE**

The General Government Buildings department provides for the ongoing cleaning, maintenance and utility costs for City Hall and other general City facilities. Costs for other buildings are charged to the functional department using the respective building.

### **DEPARTMENTAL GOALS**

Maximize the efficiency and usability of City Hall to accommodate employees and equipment necessary to best serve customers of the City of East Bethel; ensure a healthy environment for employees and residents using City facilities.

### **EXPENDITURE DETAILS**

211-Cleaning Supplies

\$500

Cleaning supplies for government facilities

219-General Operating Supplies / Safety Supplies

\$1,000

Safety supplies/First Aid for City Hall

223-Bldg/Facility Repair Supplies

\$1,500

Miscellaneous supplies such as light bulbs, power strips, etc.

381-Electric Utilities

\$13,500

Electrical utility services for City Hall and the City billboard

382-Gas Utilities

\$6,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance

\$19,500

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$9,200

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Government Buildings						
	E 101-41940-211 Cleaning Supplies	906.01	512.90	89.73	500.00	500.00
	E 101-41940-219 General Operating Supplies	726.05	746.48	1,372.80	1,000.00	1,000.00
	E 101-41940-223 Bldg/Facility Repair Supplies	1,551.60	2,999.07	2,950.43	1,500.00	1,500.00
	E 101-41940-381 Electric Utilities	11,508.92	12,326.17	9,724.65	13,500.00	13,500.00
	E 101-41940-382 Gas Utilities	7,692.19	5,627.70	2,499.56	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	795.16	909.38	898.92	1,000.00	1,000.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	999.29	325.00	325.00	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	25,043.01	12,789.02	10,234.00	19,500.00	19,500.00
		49,222.23	36,235.72	28,095.09	43,500.00	43,500.00



## *2025 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 41910 – Planning and Zoning

### **DEPARTMENTAL PROFILE**

The Planning and Zoning division formulates, administrates and interprets ordinances enacted by the City of East Bethel. It is responsible for preparing reports and making presentations to the City Council, Planning Commission (PC) and Economic Development Authority (EDA) to facilitate their decision making. It also assists with code enforcement, oversee GIS functions, economic development, environmental planning, customer service, and related activities.

### **DEPARTMENTAL GOALS**

Improve the assimilating and data processing function for presentations to PC and City Council and EDA; provide timely and thorough review of all PC, City Council and EDA issues; provide accurate information regarding City ordinances and zoning to the public; update GIS functions, provide assistance to residents, developers, real estate agents, appraisers, insurance companies, mortgage companies, etc. regarding City ordinances and procedures. Provide support to EDA.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Community Development Director  
1 City Planner (Proposed)

101-Full-Time Employees Regular  
\$181,300

Provides for a 3.5% COLA salary increase for two eligible employees and a step increase for one eligible employee

107 – Commission Member compensation  
\$1,700

131-Cafeteria Contribution  
\$35,400  
City allotment for benefits for full-time employees

307 – Professional Service Fees

\$4,700

Time Savers – Planning and Zoning minute taking - \$2,000

Anoka Conservation District - Land use reviews - \$500

Anoka County – Pictometry - \$2,200

309 - Information Systems

\$5,000

Metro-INET – IT Support

Metro-INET- VOIP Phones

Adobe Acrobat Subscription

321 – Phone

\$500

Cell phone reimbursement for Staff

331 – Travel Expenses

\$100

342 – Legal Notices

\$2,000

Publications of notices for land use proposals, Comprehensive Plan Amendments, and Zoning Ordinance Amendments

421 – Software Licensing

\$6,000

Datafi (GIS) licensing \$5,500

Laserfiche license \$500

423 – Filing Fees

\$2,000

Filing fees at Anoka County (plats, agreements, resolutions, etc)

433 – Dues and Subscriptions

\$1,200

Minnesota Chapter American Planning Association - \$850

Economic Development Association - \$320

434 – Conferences/Meetings

\$1,000

League of MN Cities Workshops

Ehlers Conference

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	156,387.95	89,945.88	78,651.52	100,200.00	181,300.00
	E 101-41910-102 Full-Time Employees Overtime	452.10	-	-	-	-
	E 101-41910-103 Part-Time Employees	4,062.00	189.00	-	600.00	-
	E 101-41910-107 Commissions and Boards	1,060.00	1,400.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	11,927.88	6,278.29	5,898.87	7,500.00	13,600.00
	E 101-41910-125 FICA/Medicare	13,215.44	7,441.10	6,781.47	9,200.00	16,900.00
	E 101-41910-126 Deferred Compensation	3,769.39	2,000.18	1,615.53	2,000.00	4,000.00
	E 101-41910-131 Cafeteria Contribution	32,200.00	17,100.00	14,500.00	17,400.00	35,400.00
	E 101-41910-151 Worker s Comp Insurance Prem	914.62	1,089.53	1,255.58	2,000.00	2,000.00
	E 101-41910-201 Office Supplies	43.46	-	1,687.56	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	6,019.54	-	-	-	-
	E 101-41910-307 Professional Services Fees	3,873.05	4,350.00	4,349.75	23,700.00	4,700.00
	E 101-41910-309 Information Systems	6,639.11	6,517.08	6,350.31	7,700.00	5,000.00
	E 101-41910-321 Telephone	-	480.00	-	500.00	500.00
	E 101-41910-331 Travel Expenses	-	24.89	-	100.00	100.00
	E 101-41910-341 Personnel Advertising	652.40	652.40	-	-	-
	E 101-41910-342 Legal Notices	1,834.15	2,473.49	1,851.30	2,000.00	2,000.00
	E 101-41910-421 Software Licensing	5,400.00	5,400.00	5,744.00	6,000.00	6,000.00
	E 101-41910-423 Filing Fees	828.00	1,518.00	1,150.00	2,000.00	2,000.00
	E 101-41910-433 Dues and Subscriptions	616.00	445.00	-	1,200.00	1,200.00
	E 101-41910-434 Conferences/Meetings	-	-	-	1,000.00	1,000.00
		249,895.09	147,304.84	129,835.89	184,900.00	277,500.00



## *2025 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 42410 – Building Inspection

### **DEPARTMENTAL PROFILE**

This department is responsible for conducting plan reviews and on-site inspections for all building activity, septic systems installed within the City as required by State Building Code and code enforcement. The Building Official is also the Code Compliance Officer.

### **DEPARTMENTAL GOALS**

Provide plan reviews and permit issuances in a timely manner, i.e., residential reviews and permits issued within 3-14 working days of receipt of complete application; commercial and institutional plan reviews and permits issued within 30 days of receipt of completed application (commercial plan review time frame does not include State or County reviews); conduct on-site inspections as scheduled in a professional manner; provide information to the public regarding building codes, septic codes, and city ordinances; conduct city ordinance violation inspections.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Building Official  
1 Building Inspector  
1 Building Permit Technician

101-Full-Time Employees Regular  
\$259,800  
Provides for a 3.5% COLA salary increase for three employees.

131-Cafeteria Contribution  
\$53,100  
City allotment for benefits for full-time employees

212- Motor Fuels  
\$6,000  
Fuel Costs

219-General Operating Supplies

\$2,200

Includes replacement stamps for plan reviews, scale rulers, plan hangers, plan drawer, new file cabinets, dividers, picture paper, etc. Updating building code books.

221 – Motor Vehicle Parts

\$1,100

Replacement of tires on one Building Department vehicle

309 - Information Systems

\$13,500

Metro-INET – IT Support

Metro-INET- VOIP Phones

Adobe Acrobat Subscription

321 – Telephone

\$1,100

Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$300

Inspection cards, permit applications, postcards for septic pumping and other forms related to building inspection, code enforcement and dangerous dog enforcement

421-Software Licensing

\$3,000

Annual support for Permit Works software (Complaint Tracker, Septic, and Permitting).

431-Vehicle Replacement Charges

\$6,000

Future truck replacement

433- Dues and Subscriptions

\$400

Membership in the International Code Council (ICC) and Minnesota 10,000 Lakes Chapter of the ICC. MN Building Technician Association.

434-Conferences/Meetings

\$2,900

Building Official/Inspector continuing education to maintain State certifications by attending classes sponsored by the State Building Codes and Standards Department, local colleges, the Minnesota Pollution Control Agency and sewage treatment systems education expenses.

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	220,905.37	238,568.46	205,489.84	251,000.00	259,800.00
	E 101-42410-102 Full-Time Employees Overtime	343.88	81.74	56.40	-	-
	E 101-42410-122 PERA-Coordinated Plan	16,617.45	18,041.65	15,415.97	18,800.00	19,500.00
	E 101-42410-125 FICA/Medicare	18,648.62	19,588.17	16,097.58	23,700.00	24,400.00
	E 101-42410-126 Deferred Compensation	5,769.39	6,000.18	4,846.59	6,000.00	6,000.00
	E 101-42410-131 Cafeteria Contribution	49,000.00	51,300.00	43,500.00	52,200.00	53,100.00
	E 101-42410-151 Worker s Comp Insurance Prem	1,702.06	1,960.16	1,736.36	2,300.00	2,000.00
	E 101-42410-201 Office Supplies	488.35	223.71	650.24	1,300.00	-
	E 101-42410-212 Motor Fuels	6,365.15	5,425.72	4,192.52	5,000.00	6,000.00
	E 101-42410-219 General Operating Supplies	172.24	594.13	255.00	1,200.00	2,200.00
	E 101-42410-221 Motor Vehicles Parts	16.94	108.93	945.56	1,100.00	1,100.00
	E 101-42410-231 Small Tools and Minor Equip	4,763.65	-	-	-	-
	E 101-42410-307 Professional Services Fees	-	4,709.60	-	-	-
	E 101-42410-309 Information Systems	8,274.26	9,775.68	9,525.41	11,500.00	13,500.00
	E 101-42410-321 Telephone	359.60	544.27	95.81	600.00	1,100.00
	E 101-42410-331 Travel Expenses	82.50	-	-	-	-
	E 101-42410-351 Printing and Duplicating	120.70	325.00	159.00	300.00	300.00
	E 101-42410-421 Software Licensing	2,990.00	2,990.00	2,990.00	4,000.00	3,000.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	38.50	-	-	100.00	100.00
	E 101-42410-431 Equipment Replacement Chgs	3,000.00	3,000.00	3,000.00	3,000.00	6,000.00
	E 101-42410-433 Dues and Subscriptions	100.00	100.00	383.00	400.00	400.00
	E 101-42410-434 Conferences/Meetings	2,350.00	2,103.43	85.00	2,900.00	2,900.00
		342,108.66	365,440.83	309,424.28	385,400.00	401,400.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 42110 – Police

### **DEPARTMENTAL PROFILE**

This department accounts for police protection and animal control services within the City of East Bethel. The level of Anoka County Sheriff provides patrol service for 36 hours daily coverage and 0 hours of weekly coverage by Anoka County Community Service Officers (CSO'S).

### **DEPARTMENTAL GOALS**

Increase the presence of officers in the City's neighborhoods; support City staff with code enforcement and monitoring; provide regular, timely progress reports to the City Council regarding the aforementioned goals; strive to align the perceived priorities of the County Sheriff with the priorities of the City Council; increase the effectiveness, efficiency and accountability of animal control services.

### **EXPENDITURE DETAILS**

307-Professional Services  
\$1,473,000  
Anoka County – Law Enforcement Contract \$1,468,368  
Animal Humane Society—Animal Control \$5,000

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Police Protection						
	E 101-42110-307 Professional Services Fees	1,172,334.00	1,223,474.00	1,396,125.00	1,400,000.00	1,473,000.00
		1,172,334.00	1,223,474.00	1,396,125.00	1,400,000.00	1,473,000.00



## 2025 Budget

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 42210 – Fire Department

### **DEPARTMENTAL PROFILE**

The primary mission of the East Bethel Fire Department is to provide a range of programs designed to protect the lives and property of the residents and visitors of the City of East Bethel from the adverse effects of fires, motor vehicle accidents, industrial accidents, hazardous materials incidents, or exposure to dangerous conditions.

### **DEPARTMENTAL GOALS**

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue services and quality fire/safety education to the public. We strive to offer the best available education and training to our firefighters. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Full-time Fire Chief  
1 Full-time Fire Inspector  
1 Deputy Fire Chief  
2 District Fire Chiefs  
2 Captains  
3 Lieutenants  
35 Paid On-call Firefighters

101-Full-Time Employees Regular  
\$195,700  
Full-time Fire Chief Position  
Full-time Fire Inspector

103-PT Wages and Salaries  
\$209,600  
Deputy Fire Chief \$864.35 per month  
District Fire Chief \$713.09 per month  
Captain \$302.44 per month  
Lieutenant \$210.82 per month  
Training Officer \$210.82 per month  
Probationary Firefighter \$16.18 per hour

Firefighter I \$17.42 per hour  
Firefighter II/\$17.95 per hour  
Firefighter III \$19.76 per hour  
Firefighter II/Officer \$17.95 per hour  
Firefighter III/Officer\$19.76 per hour

127- Fire Pensions Contributions-City  
\$14,000

Contribution funded directly by City taxpayers. This amount is the estimated amount of a voluntary contribution required by the City. The amount is calculated based on 35 firefighters at \$400 each.

131-Cafeteria Contribution  
\$35,400  
City share of benefits for full-time employees

135-Disability Insurance  
\$1,400

This is the amount paid by the City to fund the disability/life insurance policy purchased on behalf of the Firefighters.

151-Workers Comp Insurance Premium  
\$60,000

In addition to the full time Fire Chief and Fire Inspector, the City purchases worker's compensation insurance for volunteer firefighters.

201-Offices Supplies  
\$1,000

Provides for consumable supplies for the Fire Department including tablets, pencils and pens.

211-Cleaning Supplies  
\$1,000

Paper towels, toilet paper, cleaning products

212-Motors Fuels  
\$20,000

The Department's share of fuel costs for 2025

214- Personal Protective Equipment  
\$22,000

Personal Protective Equipment for Fire Fighters; turnout gear, helmets, boots, hood and gloves. All gear needing replacing on a 10 year life cycle per OSHA standards.

217-Safety Supplies/Medical Supplies  
\$15,000

This covers gloves, glasses, coveralls, and medical supplies, medications carried on board rescue trucks. It also covers medical directorship for EMS (Emergency Medical Services) or medical response protocols, medications (epi, nitro, aspirin, and needles).

219-General Operating Supplies/Facility Repairs

\$4,500

This is for all items used to run the three stations. To cover any minor repairs to the three stations.

221-Motor Vehicles/Equipment Parts

\$8,000

Provides for repair and preventive maintenance on thirteen fire trucks.

222-Tires

\$2,000

This is for replacement of tires on large trucks.

229-Equipment Parts/ Lubricants

\$500

Provides for replacement parts for equipment items such as pumps, jaws-of-life, etc.

231-Small Tools and Minor Equipment

\$24,500

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses and the purchase of pagers, three 1 3/4" nozzles, Annual update of older AED (Automatic External Defibrillator) to meet new CPR protocols, replacement of hand held radios.

307-Professional Services Fees

\$7,500

Provides initial physicals, continuing health surveillance of firefighters, behavior management assistance, respiratory screening and Hep -b shots as required by NFPA and OSHA

309-Information Systems

\$31,500

Metro-Inet- IT Support

Metro-Inet- VOIP Phones

Adobe Acrobat Subscription

Anoka County - Fiber Internet

321-Telephones

\$12,000

Provides for analog line at each station, two cellular phone services, fourteen wireless connections for Mobile Dispatch, and cable internet connection at Station 3 for dispatch computer.

381-Electrical Utilities

\$11,500

Electric utility service for three stations

382-Gas Utilities

\$13,000

Gas utility service for three stations

385-Refuse Removal

\$2,300

Refuse removal for three stations

402-Repairs/Maint Machinery/Equip

\$25,500

Repairs to radios, pagers, fire ext., detectors, etc.; warning sirens maintenance and contract, repair of poles for the warning sirens.

403-Bldgs/Facilities Repair/Maint.

\$10,000

Provides for maintenance of SCBA compressor, HVAC, electrical repairs etc. a cleaning service weekly for the restrooms, office area and hallways at Station 1 and Station 3. General maintenance of the interior and exterior of the Fire Stations.

413-Office Equipment Rental

\$2,000

Copier Lease for the copier at station 1

421-Software Licensing (PSDS Fees)

\$14,000

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System.

431-Vehicle Replacement Charges

\$130,000

Replacement of Apparatus, SCBA and Extrication Equipment from the Equipment Replacement Fund

433-Dues and Subscriptions

\$2,000

Professional firefighter associations for officers and fire inspectors. Active 911 responding app.

434-Training

\$30,000

Outside training for Fire Fighters and Officers to meet requirements and EMT Refresher for firefighters.

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	179,909.79	176,813.61	146,006.11	239,200.00	195,700.00
	E 101-42210-102 Full-Time Employees Overtime	5,501.41	3,657.36	2,630.11	12,000.00	12,000.00
	E 101-42210-103 Part-Time Employees	195,862.72	181,987.03	154,091.39	202,500.00	209,600.00
	E 101-42210-122 PERA-Coordinated Plan	16,890.04	30,872.29	26,308.77	44,500.00	36,800.00
	E 101-42210-125 FICA/Medicare	24,752.82	16,751.89	14,162.50	20,700.00	20,400.00
	E 101-42210-126 Deferred Compensation	4,077.29	4,000.36	3,231.06	6,000.00	4,000.00
	E 101-42210-127 Fire Pension Contribution-City	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	80,697.36	94,071.02	-	80,000.00	-
	E 101-42210-131 Cafeteria Contribution	35,964.38	34,200.00	29,000.00	52,200.00	35,400.00
	E 101-42210-135 Disability Insurance	1,354.75	1,354.75	1,354.75	1,400.00	1,400.00
	E 101-42210-141 Unemploy Benefit Payments		4.78	13.12	-	-
	E 101-42210-151 Worker s Comp Insurance Prem	37,369.86	40,699.75	48,499.40	60,000.00	60,000.00
	E 101-42210-201 Office Supplies	2,401.35	247.53	1,211.12	1,000.00	1,000.00
	E 101-42210-203 Books/Ref. Materials/Software	-	74.95	-	1,000.00	-
	E 101-42210-211 Cleaning Supplies	1,761.17	337.20	633.57	1,000.00	1,000.00
	E 101-42210-212 Motor Fuels	18,760.16	16,816.05	11,153.53	20,000.00	20,000.00
	E 101-42210-213 Lubricants and Additives	220.26	1,027.32	65.82	800.00	-
	E 101-42210-214 Clothing & Personal Equipment	7,005.93	10,604.62	4,949.90	20,000.00	22,000.00
	E 101-42210-215 Shop Supplies	8.99	27.54	20.00	300.00	-
	E 101-42210-217 Safety Supplies	11,456.85	12,388.38	5,966.28	13,000.00	15,000.00
	E 101-42210-219 General Operating Supplies	1,963.06	2,971.71	3,821.80	3,500.00	4,500.00
	E 101-42210-221 Motor Vehicles Parts	5,605.48	7,143.85	5,436.85	5,000.00	8,000.00
	E 101-42210-222 Tires	1,325.00	776.00	-	2,000.00	2,000.00
	E 101-42210-223 Bldg/Facility Repair Supplies	607.09	1,101.99	2,613.72	3,500.00	-
	E 101-42210-229 Equipment Parts	1,575.51	-	-	800.00	500.00
	E 101-42210-231 Small Tools and Minor Equip	40,649.58	30,039.23	9,141.63	24,500.00	24,500.00
	E 101-42210-306 Personnel/Labor Relations	-	50.00	-	-	-
	E 101-42210-307 Professional Services Fees	5,370.00	10,170.52	14,715.00	7,500.00	7,500.00
	E 101-42210-309 Information Systems	17,444.88	22,790.88	28,851.99	33,800.00	31,500.00
	E 101-42210-321 Telephone	10,346.17	13,296.74	9,848.60	10,500.00	12,000.00
	E 101-42210-331 Travel Expenses		34.06	-	-	-
	E 101-42210-351 Printing and Duplicating	476.30	-	23.40	500.00	-
	E 101-42210-381 Electric Utilities	10,972.49	10,268.66	8,176.27	10,500.00	11,500.00
	E 101-42210-382 Gas Utilities	16,312.16	12,267.33	4,827.12	12,000.00	13,000.00
	E 101-42210-385 Refuse Removal	2,252.65	2,273.68	1,277.66	2,300.00	2,300.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	1,372.64	2,261.81	6,745.81	1,500.00	-
	E 101-42210-402 Repairs/Maint Machinery/Equip	24,052.23	7,540.00	9,255.74	25,500.00	25,500.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	8,556.14	10,541.28	11,215.44	10,000.00	10,000.00
	E 101-42210-413 Office Equipment Rental	1,525.08	1,587.36	1,309.80	2,000.00	2,000.00
	E 101-42210-421 Software Licensing	11,058.56	9,842.00	12,297.00	14,000.00	14,000.00
	E 101-42210-431 Equipment Replacement Chgs	125,000.00	125,000.00	125,000.00	125,000.00	130,000.00
	E 101-42210-433 Dues and Subscriptions	1,810.00	2,045.25	1,787.99	1,700.00	2,000.00
	E 101-42210-434 Conferences/Meetings	34,188.11	31,952.83	27,374.10	25,000.00	30,000.00
		960,458.26	943,891.61	747,017.35	1,110,700.00	979,100.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 43110 – Engineering

### **DEPARTMENTAL PROFILE**

Engineering encompasses surveys, design support, mapping, planning assistance and other general engineering activities necessary for municipal operations. Services are provided for by a consulting engineer. This department will account for costs that cannot be charged directly to developers or do not directly relate to another functional department.

### **DEPARTMENTAL GOALS**

Provide continued assistance in further updates to the transportation plan; provide review and update services on public work standards for public works facilities and infrastructure; maintain the City's storm water management plan and continue to provide support to City staff and City customers as necessary.

### **EXPENDITURE DETAILS**

302-Engineering Services  
\$20,000  
Project services and support

**City of East Bethel  
2025 Final Budget**

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Engineering						
	E 101-43110-302 Architect/Engineering Fees	12,526.34	9,473.25	5,580.87	30,000.00	20,000.00
		12,526.34	9,473.25	5,580.87	30,000.00	20,000.00



## *2025 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 43201 – Park Maintenance

### **DEPARTMENTAL PROFILE**

Park Maintenance is responsible for the design, construction and maintenance of city parks, trails, pavilions, docks, picnic tables, restrooms, cemeteries etc., including: 17 ball fields, 7 pavilions, 2 skateboard parks, 1 orienteering course, 3 cemeteries, bridges, 6 tennis courts, 14 playgrounds, 6 basketball courts, cross-country ski trails, and walking trails.

### **DEPARTMENTAL GOALS**

Continue weekly summertime safety and maintenance inspections of playgrounds and shelter buildings to ensure high quality facilities; repair/upgrade park signage as necessary; maintain 250 acres of manicured turf areas with a normal mowing cycle of every five days; upgrade and re-chip trails and 14 playgrounds; maintain park amenities; maintain trees, shrubs, and plants.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 – Public Works Maintenance Technician Lead  
3 – Public Works Maintenance Technician  
1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries  
\$280,400

Provides for a 3.5% COLA salary increase and a STEP salary increase for one eligible employee

102-FT- Overtime  
\$1,200

25 hours of overtime to staff special events such as Booster Days, National Night Out and other emergency maintenance situations including snow and ice removal

103-PT-Wages and Salaries

\$7,000

1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$70,800

City allotment for benefits for full-time employees

211-Cleaning Supplies

\$600

Cleaning agents, paper products, brooms, brushes, etc. to maintain park facilities

212-Motor Fuels

\$24,000

Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives

\$500

Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment

\$3,000

12 months of uniform rental for maintenance employees, employee allowance for safety boots

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$5,000

Includes fertilizer, weed control, etc.

217-Safety Supplies

\$700

Safety vests, gloves, hearing protection, safety goggles and other safety equipment

218-Welding Supplies

\$100

Welding rods, gasses and other supplies incidental to welding

219-General Operating Supplies

\$1,200

Fencing, paint, building repair materials, playground equipment, picnic tables, waste cans and other supplies for operating the park system

221-Motor Vehicles Parts

\$2,100

Repair parts and maintenance items for licensed vehicles, etc.

222-Tires

\$1,000

Replacement tires for mowers, trucks and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$3,500

Paint, lumber, vandalism repair supplies, and maintenance parts for irrigation systems

225-Park and Landscape Supplies

\$7,000

Black dirt, sod, seed, Ag lime, mulch, lumber for bridges, walkways, class five for parking lots, and asphalt for trails and lots, safety mulch for playgrounds

226-Signs and stripping

\$1,500

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$5,000

Parts installed in-house on park maintenance equipment. Includes alternators, belts, batteries, blades and small engine appurtenances. More work has been completed in-house so this category has increased.

231-Small tools and minor equipment

\$2,000

Saws, shovels, hand tools, bobcat attachments, etc. for trails and parks maintenance.

306-Personnel/Labor Relations

\$300

Drug compliance testing for all CDL license holders

307-Professional Services Fees

\$600

Fee for taking Park Commission meeting minutes

309 - Information Systems

\$500

Metro-INET - IT support

321-Telephone

\$1,900

Cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

Advertising costs for vacancies created through attrition, resignation and staffing addition

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

Electric service for various parks throughout the City at pavilions and park shelters including the warming building at John Anderson Park

384-Sewer

\$300

Pumping of septic systems at Booster East and Booster West Parks and John Anderson Park

385-Refuse Removal

\$1,000

Contracted refuse removal services at all City parks and tree removal in City Parks

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$1,000

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

402-Equipment Services (Non-licensed)

\$2,500

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

403-Buildings and Facilities

\$3,500

Repair and maintenance services for park buildings and facilities, e.g., significant electrical work, well and septic systems, etc., when City staff are unable to make the necessary repairs

405-Park and Landscape Services

\$1,500

Landscape services that are more efficiently done by outside vendors; cemetery items, head stone maintenance, replacement, surveys and upkeep

415-Other Equipment Rentals

\$10,500

Rental of portable toilets in parks including special events such as Booster Day. Rental of Warming House at the East Bethel Ice Arena.

422-Auto/Misc Licensing Fees/Taxes

\$1,000

Tax exempt licensure for City owned vehicles. Annual assessment from Coon Lake Improvement District of City owned property adjacent to the lake.

431-Vehicle Replacement Charges

\$20,000

Park contribution to Equipment Replacement Fund for future acquisition of equipment and rolling stock

434-Confernces/Meetings/Training

\$500

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
<b>Public Works - Park Maintenance</b>						
	E 101-43201-101 Full-Time Employees Regular	239,086.79	258,628.21	212,855.57	269,200.00	280,400.00
	E 101-43201-102 Full-Time Employees Overtime	1,097.82	1,055.45	1,008.24	1,200.00	1,200.00
	E 101-43201-103 Part-Time Employees	2,648.00	5,693.63	6,379.35	7,000.00	7,000.00
	E 101-43201-105 Employee On Call/Standby Pay	4,462.75	7,262.64	6,016.36	6,200.00	6,200.00
	E 101-43201-107 Commissions and Boards	740.00	920.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	18,224.77	19,676.45	16,490.97	20,400.00	21,200.00
	E 101-43201-125 FICA/Medicare	23,075.50	24,969.53	20,552.21	27,600.00	28,600.00
	E 101-43201-126 Deferred Compensation	7,736.70	7,880.41	6,438.47	8,000.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	67,200.00	68,400.00	58,000.00	69,600.00	70,800.00
	E 101-43201-151 Worker s Comp Insurance Prem	15,726.74	17,936.58	21,968.56	23,000.00	23,000.00
	E 101-43201-211 Cleaning Supplies	578.16	793.73	560.78	600.00	600.00
	E 101-43201-212 Motor Fuels	25,341.94	23,314.43	14,325.17	20,000.00	24,000.00
	E 101-43201-213 Lubricants and Additives	420.57	1,812.15	176.26	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	2,625.54	2,969.77	1,894.99	2,500.00	3,000.00
	E 101-43201-215 Shop Supplies	16.31	53.23	2.34	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	4,125.06	3,760.88	1,672.50	5,000.00	5,000.00
	E 101-43201-217 Safety Supplies	596.92	1,770.04	792.18	700.00	700.00
	E 101-43201-218 Welding Supplies	112.11	-	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	409.11	219.78	269.25	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	1,011.53	705.87	42.89	2,100.00	2,100.00
	E 101-43201-222 Tires	1,044.72	-	189.97	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	4,230.15	12,069.88	6,167.66	3,500.00	3,500.00
	E 101-43201-225 Park/Landscaping Materials	9,787.29	6,483.92	11,586.84	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	-	-	528.69	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	9,688.45	4,894.06	8,800.69	5,000.00	5,000.00
	E 101-43201-231 Small Tools and Minor Equip	3,759.78	3,043.70	2,149.89	1,500.00	2,000.00
	E 101-43201-306 Personnel/Labor Relations	67.50	-	174.00	300.00	300.00
	E 101-43201-307 Professional Services Fees	200.00	991.75	5,788.54	600.00	600.00
	E 101-43201-309 Information Systems	344.64	344.64	229.00	500.00	500.00
	E 101-43201-321 Telephone	720.00	1,840.00	-	1,900.00	1,900.00
	E 101-43201-341 Personnel Advertising	30.00	913.20	-	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,317.32	4,412.53	3,519.95	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	-	-	-	1,000.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	-	-	14.04	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	-	-	1,000.00	1,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	58.00	2,719.11	-	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	5,079.26	109.00	304.50	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	1,900.00	-	-	1,500.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	8,796.30	9,730.00	9,361.03	10,500.00	10,500.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	281.00	468.70	849.10	1,000.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	17,000.00	17,000.00	17,000.00	17,000.00	20,000.00
	E 101-43201-434 Conferences/Meetings	550.87	-	275.00	500.00	500.00
		483,091.60	512,843.27	436,384.99	534,200.00	556,400.00



## *2025 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 43220 – Street Maintenance

### **DEPARTMENTAL PROFILE**

The department is responsible for maintenance of the City’s streets, roadways, storm sewer system, and right-of-ways.

### **DEPARTMENTAL GOALS**

Snow removal from City streets within 24 hours of a snow event; brush cutting and road side ditch mowing such that clear site distances of 100 feet are maintained; annual review of all streets to assess condition; sweep all streets annually; patch and crack seal streets in accordance with road maintenance plan; maintain gravel roads for proper drainage and drivability; maintain storm sewer system in accordance with NPDES plan.

### **EXPENDITURE DETAILS**

#### **STAFFING**

- 1 - Public Works Manager
- 1 - Public Works Maintenance Technician Lead
- 3 - Public Works Maintenance Technician
- 1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries

\$400,400

Provides for a 3.5% COLA salary increase for each employee and STEP increases for two eligible employees

102 FT-Overtime

\$12,000

Thirty five hours per person for snow plowing

103-PT-Wages and Salaries

\$7,000

1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$88,500

City allotment for benefits for full-time employees

201 Office Supplies

\$100

Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$800

Maintenance facility bathroom and break room supplies, supplies for cleaning maintenance shop and vehicles.

212-Motor Fuels

\$45,000

Gasoline and diesel fuel for maintenance equipment

213-Lubricants and Additives

\$5,000

Oil, grease and hydraulic fluid for maintenance equipment, DEF Fluid for Diesel Engines. Increase in preventative maintenance and changing oil on the fire trucks has increased the spending in this category.

214-Clothing and Personal Equipment

\$3,000

Uniforms for maintenance employees, safety boot allowance per employee

215-Shop Supplies

\$1,500

Tape, grinding wheels, mechanic wire, paints, polishes, zip ties, nuts and bolts, electrical wire and connectors

216-Chemicals and Chemical Products

\$200

Solvents, degreasers, floor dry, oil spill absorbers, etc.

217-Safety Supplies

\$1,800

Safety vests/shirts, ear protection devices, safety glasses and goggles, gloves, chaps, caution tape, warning cones and barricades

218-Welding Supplies

\$1,000

Gases, rods, flat steel and cold rolled stock needed to make repairs and fabricate replacement items on maintenance equipment

219-General Operating Supplies

\$500

Lumber, plastic tarps, erosion control devices, lath for staking, string line, straps

221-Motor Vehicle Parts

\$11,000

Repair parts and service items installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, filters, etc. More work being completed in-house, more preventative maintenance, less major repairs that need to be contracted out.

222-Tires

\$7,000

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$225 per tire and total cost of \$1,350. A single axle dump truck requires 6 truck tires @ \$300 each to be replaced on each truck every 4 years or an annual cost of \$1,800. Replace two tractor tires @ \$1,200 ea. and 4 tires on a F-150 for a total cost of \$600. Motor grader is \$10,000. Front end loader is \$7,000.

223-Bldg/Facility Repair Supplies

\$1,000

Materials for repair to shop building and property

224-Street Maintenance Supplies

\$100,500

650 tons of salt -- \$65,000; asphalt patching material at \$25,000; culverts at \$5,000; black dirt for shoulder restoration at \$3,000 and boulevard maintenance materials at \$500; 100 tons of ice control sand--\$1,000; 100 tons of Class V—\$1,500. Salt prices have been up 33% over the past two years.

226-Signs and Striping Supplies

\$11,000

Replacement/upgrade of street signs and lane striping on MSA routes.

229- Equipment Parts

\$14,000

Equipment parts purchased and installed by maintenance employees on non-licensed equipment, including alternators, belts, hoses, starters, lights, mufflers, etc.

230-Snowplow Cutting Edges

\$10,000

Replacement cutting edges for five snowplows. Includes front plow, wing, and underbody at a cost of \$2,000 per truck. An average winter will require one replacement per truck

231-Small Tools and Minor Equipment

\$5,000

Hand tools (wrenches, pliers, screwdrivers, etc.), saws, drills, grinders, shovels, lutes, and compressors

306-Personnel and Labor Relations

\$400

Drug testing for CDL enforcement

307- Professional Service Fees

\$5,200

Animal control trappers and GIS development - \$1,000

SafeAssure Safety Consultant - \$4,200

SafeAssure provides annual OSHA required training

309 - Information Systems

\$9,000

Metro-Inet – IT Support

321- Telephone

\$1,600

Cellular phones for Street Maintenance Staff

331 – Travel Expenses

\$1,000

Mileage reimbursement for On Call

341-Personnel Advertising

\$100

General advertising for positions that may open due to attrition or resignation

342- Legal Notices

\$100

Publishing overlay and Class-5 bid requests

381-Utility Services-Electric

\$20,000

Electric service for maintenance facilities, street lights and signals; projected budgeted amount is in line with historical electrical utility bills

382-Utility Service-Gas

\$9,700

Gas service for maintenance facilities

385-Utility Services-Refuse Removal

\$6,000

Refuse removal at maintenance facility. Contracted tree removal in R.O.W with a single tree costing between \$1,000 and \$4,000.

388-Utility Services-Hazardous Waste Disposal

\$500

Cleanup and disposal of hazardous waste such as meth lab debris, tires and batteries

401-Motor Vehicle Services (Licensed)

\$8,200

Contractual repairs on City owned equipment that cannot be performed in-house

402-Equipment Services (Non-licensed)

\$6,400

Contractual repairs on City owned equipment that cannot be performed in-house

403-Buildings and Facilities

\$4,000

Air filters, door sweeps, lights, rugs, hand towels, doors, HVAC, etc.

404-Street Maintenance Services

\$55,000

Provides \$15,000 for various street repairs that cannot be handled in house and \$40,000 for Class V material

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$140,000

Funding for Street Maintenance major equipment purchases through the Equipment Replacement Fund

433-Dues and Subscriptions

\$100

Membership dues for the State contract service; permits the City to more economically purchase off of State contracts that are specified and bid by the State

434-Conferences/Meetings/Training

\$400

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	326,192.68	342,907.13	299,788.16	373,300.00	400,400.00
	E 101-43220-102 Full-Time Employees Overtime	7,286.59	13,400.04	4,039.04	12,000.00	12,000.00
	E 101-43220-103 Part-Time Employees	2,648.00	5,693.62	6,379.33	7,000.00	7,000.00
	E 101-43220-105 Employee On Call/Standby Pay	10,748.93	11,106.37	8,655.11	11,900.00	11,900.00
	E 101-43220-122 PERA-Coordinated Plan	25,432.36	27,249.09	23,436.26	30,100.00	32,100.00
	E 101-43220-125 FICA/Medicare	32,316.70	35,243.73	30,062.51	38,300.00	40,500.00
	E 101-43220-126 Deferred Compensation	9,764.58	9,735.93	8,101.30	10,000.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	81,200.00	81,225.00	72,500.00	87,000.00	88,500.00
	E 101-43220-151 Worker s Comp Insurance Prem	20,865.10	23,666.14	28,540.45	40,000.00	40,000.00
	E 101-43220-201 Office Supplies	43.95	23.99	-	100.00	100.00
	E 101-43220-211 Cleaning Supplies	685.98	753.29	907.99	800.00	800.00
	E 101-43220-212 Motor Fuels	44,843.37	43,454.93	23,585.80	40,000.00	45,000.00
	E 101-43220-213 Lubricants and Additives	6,703.17	1,154.46	3,522.99	5,000.00	5,000.00
	E 101-43220-214 Clothing & Personal Equipment	2,901.46	2,951.77	2,917.39	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,189.36	1,254.85	1,341.90	1,500.00	1,500.00
	E 101-43220-216 Chemicals and Chem Products	34.74	69.81	-	200.00	200.00
	E 101-43220-217 Safety Supplies	2,424.14	835.77	1,806.32	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	732.38	529.64	-	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	203.25	337.11	52.68	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	11,940.16	20,658.06	15,251.76	10,000.00	11,000.00
	E 101-43220-222 Tires	7,203.94	9,584.12	3,363.56	6,000.00	7,000.00
	E 101-43220-223 Bldg/Facility Repair Supplies	4,528.61	868.12	1,187.18	1,000.00	1,000.00
	E 101-43220-224 Street Maint Materials	65,529.92	121,819.00	55,178.83	100,500.00	100,500.00
	E 101-43220-226 Sign/Striping Repair Materials	4,480.85	8,587.77	4,485.48	11,000.00	11,000.00
	E 101-43220-229 Equipment Parts	14,646.84	19,185.70	8,009.06	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	11,680.10	12,130.30	713.00	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	5,029.84	1,684.87	733.29	5,000.00	5,000.00
	E 101-43220-306 Personnel/Labor Relations	767.50	695.00	161.00	400.00	400.00
	E 101-43220-307 Professional Services Fees	4,043.61	4,561.17	4,545.20	5,000.00	5,200.00
	E 101-43220-309 Information Systems	8,431.17	6,402.24	6,662.49	7,500.00	9,000.00
	E 101-43220-321 Telephone	1,159.17	1,984.27	265.37	1,600.00	1,600.00
	E 101-43220-331 Travel Expenses	988.82	842.19	646.68	1,000.00	1,000.00
	E 101-43220-341 Personnel Advertising	494.30	652.40	-	100.00	100.00
	E 101-43220-342 Legal Notices	420.00	-	-	100.00	100.00
	E 101-43220-381 Electric Utilities	20,223.25	19,924.55	16,632.36	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	9,671.23	9,641.99	2,818.82	7,000.00	9,700.00
	E 101-43220-385 Refuse Removal	13,411.40	17,204.33	7,782.65	3,200.00	6,000.00
	E 101-43220-388 Hazardous Waste Disposal	135.00	-	-	500.00	500.00
	E 101-43220-401 Motor Vehicle Services (Lic d)	1,407.68	29,020.54	12,960.43	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	1,463.20	805.92	-	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	5,781.31	4,891.22	8,624.20	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	47,998.54	32,293.81	42,567.54	55,000.00	55,000.00
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	226.25	142.00	2,253.75	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	135,000.00	135,000.00	135,000.00	135,000.00	140,000.00
	E 101-43220-433 Dues and Subscriptions	2,110.00	-	100.00	100.00	100.00
	E 101-43220-434 Conferences/Meetings	270.00	1,424.06	270.00	400.00	400.00
		955,259.43	1,061,596.30	845,849.88	1,076,600.00	1,128,600.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 45311 – Civic Events

### **DEPARTMENTAL PROFILE**

This department accounts for funding of community events and activities.

### **DEPARTMENTAL GOALS**

Provide funding for events that foster and promote community pride in the City of East Bethel.

### **EXPENDITURE DETAILS**

307 - Professional Services  
    \$6,500 Booster Days Fireworks Display

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Civic Events						
	E 101-45311-307 Professional Services Fees	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
		6,500.00	6,500.00	6,500.00	6,500.00	6,500.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 48140 – Risk Management

### **DEPARTMENTAL PROFILE**

Risk Management provides for the City's insurance needs, excluding workers compensation which is charged to the respective departments.

### **DEPARTMENTAL GOALS**

Continually reassess the City's insurance needs; promptly report and follow through on all claims; regularly solicit insurance providers to ensure that the City has the most cost effective coverage in place; complete a comprehensive analysis of all of the City's coverage.

### **EXPENDITURE DETAILS**

307-Professional Services  
\$6,000

The City has a contract that runs through 12/31/27 with Corporate Four Insurance to provide assistance with administering the City's general, property, and vehicle insurance program.

\$6,000 Agent Fees

361-General Liability Insurance  
\$37,500

Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance  
\$54,500

Insurance covering all property owned by the City

363-Automotive Insurance  
\$10,000

Insurance for City vehicles

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Risk Management						
	E 101-48140-307 Professional Services Fees	5,000.00	5,000.00	5,000.00	5,000.00	6,000.00
	E 101-48140-361 General Liability Ins	32,288.00	38,502.00	37,154.00	38,000.00	37,500.00
	E 101-48140-362 Property Ins	38,314.00	45,370.00	54,114.00	45,500.00	54,500.00
	E 101-48140-363 Automotive Ins	13,075.00	13,045.00	9,768.00	13,500.00	10,000.00
		88,677.00	101,917.00	106,036.00	102,000.00	108,000.00



## *2025 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 49360 – Transfers Out

### **DEPARTMENTAL PROFILE**

All transfers from the General Fund are identified and accounted for in this department. Transfers include amounts identified for Road Capital for street projects such as mill and overlay and paving projects and General Capital for general capital projects such as buildings, parking lots, etc. By creating this department, the results of operating departments will not be affected by capital spending that tends to fluctuate from year to year. Operating departments' expenditures will reflect only operating costs which should remain fairly consistent from year to year.

### **DEPARTMENTAL GOALS**

Continued accurate tracking and oversight of all inter-fund transfers.

### **EXPENDITURE DETAILS**

932-Transfer to Building Capital Fund  
\$50,000  
Set aside funds for future building needs

935-Transfer to Roads Capital Fund  
\$600,000  
Allocate funding for roads projects to include mill and overlay and construction

936-Transfer to Parks Capital Fund  
\$110,000  
Funding for park projects such as playground equipment replacement

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Transfers / Other						
	E 101-49360-932 Bldg Capital Transfers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-935 Street Capital Transfers	500,000.00	500,000.00	550,000.00	550,000.00	600,000.00
	E 101-49360-936 Parks Capital Transfers	95,000.00	100,000.00	100,000.00	100,000.00	110,000.00
	E 101-49360-934 Debt Fund Transfer	-	-	-	-	-
		645,000.00	650,000.00	700,000.00	700,000.00	760,000.00

## City of East Bethel

### 2025 Special Revenue Fund Budget (Summary)

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
<b>Revenue</b>				
Levy		77,000	136,200	<b>213,200</b>
County Grants	66,100			<b>66,100</b>
Fees	2,000			<b>2,000</b>
Interest Earnings	500	1,000	1,000	<b>2,500</b>
<b>Total Revenue</b>	<b>68,600</b>	<b>78,000</b>	<b>137,200</b>	<b>283,800</b>
<b>Expenditures</b>				
Supplies	2,300	-	-	<b>2,300</b>
Fees for Service	66,300	-	13,300	<b>79,600</b>
Transfer to General for Salaries	-	32,000	121,000	<b>153,000</b>
<b>Total Expenditures</b>	<b>68,600</b>	<b>32,000</b>	<b>134,300</b>	<b>234,900</b>
<b>Revenue over Expenditures</b>	<b>-</b>	<b>46,000</b>	<b>2,900</b>	<b>48,900</b>



## 2025 Budget

**FUND:** 226 - Recycling Fund  
**DEPT/ACTIVITY/PROJECT:** 43235 – Recycling Operations

### **DEPARTMENTAL PROFILE**

Recycling Operations provide for the collection and disposal of recyclable waste. A grant from Anoka County provides partial funding for this service.

### **DEPARTMENTAL GOALS**

Determine the appropriate role of the City in regard to the operation and funding of the recycling center.

### **REVENUE DETAILS**

33600-County Grants

\$66,100

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed

\$2,000

The City receives revenue for receipts on its “recycling days” and users of the recycled oil receptacle are asked to donate for the service. All other revenues for aluminum, glass, newspaper, tin and glass are retained by various community groups.

### **EXPENDITURE DETAILS**

223 – Building Facility Repair Supplies

\$2,000

Recycle building and equipment repair costs

307-Professional Services

\$46,500

Management fees for operating the recycling center.

Cedar East Bethel Lions: \$1,200 monthly to manage the Recycling Center and \$418.04 per month for drop off Saturday recycling: \$20,000

Electronics Recycling: \$2,000

First State Tire Recycling: \$2,000

Evergreen Recycling: \$22,500

322-Postage/Delivery

\$2,000

Share of newsletter costs; delivery of recycled cardboard to the redemption center (all other recyclables' transport costs are paid by the benefiting entity)

381-Electric Utilities

\$1,000

Electrical service for the recycle building

382-Gas Utilities

\$1,500

Gas service for the recycle building

385-Refuse Removal

\$6,000

Disposal costs of non-recyclable waste left at the recycling center and from Coon Lake clean up day

402-Repairs/Maint Machinery/Equip

\$1,500

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$4,400

Repair and maintenance service from outside vendors when city staff is unable to make repairs

415-Other Equipment Rentals

\$1,000

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$2,000

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
Recycling						
	E 226-43235-219 General Operating Supplies	87.79	1,116.67	952.41	300.00	300.00
	E 226-43235-223 Bldg/Facility Repair Supplies	4,998.41	146.71	295.93	2,000.00	2,000.00
	E 226-43235-307 Professional Services Fees	32,073.66	30,365.12	28,608.58	46,500.00	46,500.00
	E 226-43235-322 Postage/Delivery	1,773.72	991.58	850.00	2,000.00	2,000.00
	E 226-43235-331 Travel Expenses	5.50	81.48	19.43	100.00	100.00
	E 226-43235-351 Printing and Duplicating	250.83	139.38	-	300.00	300.00
	E 226-43235-381 Electric Utilities	872.91	799.90	659.01	1,600.00	1,000.00
	E 226-43235-382 Gas Utilities	1,820.79	1,484.18	878.78	1,500.00	1,500.00
	E 226-43235-385 Refuse Removal	5,827.75	6,989.03	6,392.06	5,500.00	6,000.00
	E 226-43235-402 Repairs/Maint Machinery/Equip	1,465.00	-	-	1,500.00	1,500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	171.00	14.00	15.00	4,400.00	4,400.00
	E 226-43235-415 Other Equipment Rentals	883.93	1,100.00	800.00	1,000.00	1,000.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	1,373.64	1,426.88	1,989.36	1,500.00	2,000.00
	E 226-43235-540 Heavy Machinery			14,441.09	-	-
		51,604.93	44,654.93	55,901.65	68,200.00	68,600.00



## *2025 Budget*

**FUND:** 230 – Housing & Redevelopment Authority  
**DEPT/ACTIVITY/PROJECT:** 23000 – Housing & Redevelopment

### **DEPARTMENTAL PROFILE**

The City is authorized by Minnesota Statutes, Chapter 469.001 to 469.047(the ACT) to establish a Housing and Redevelopment Authority (HRA) to address;

- a) the shortage of decent, safe and sanitary dwelling accommodations available to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel;
- b) substandard, slum or blighted areas existing within the City of East Bethel which cannot be redeveloped without government assistance.

### **DEPARTMENTAL GOALS**

The East Bethel Housing and Redevelopment Authority's purpose is to provide a sufficient supply of adequate, safe and sanitary dwellings to persons of low and moderate income.

### **EXPENDITURE DETAILS**

933-Transfer to City General Fund

\$32,000

Support Executive Director, Community Development Director, Finance Director, and Support Staff

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
HRA						
	E 230-23000-303 Legal Fees			171.50		
	E 230-23000-307 Professional Services Fees	-	900.00	416.50	-	-
	E 230-23000-933 Gen 1 Fund Reimb Transfers	30,000.00	30,000.00	31,000.00	31,000.00	32,000.00
		30,000.00	30,900.00	31,588.00	31,000.00	32,000.00



## *2025 Budget*

**FUND:** 232 – Economic Development Authority  
**DEPT/ACTIVITY/PROJECT:** 23200 – Economic Development Authority

**DEPARTMENTAL PROFILE:** The EDA addresses the City’s need to proactively deal with economic development, housing, and redevelopment issues within the city. It is responsible for making presentations to the EDA and City Council to facilitate their decision making. It also includes direct interaction with the business community.

**DEPARTMENTAL GOALS:** The East Bethel EDA goals are to assist in increasing the amounts and types of services offered within the city, help restore blighted properties by encouraging redevelopment activities, achieve commercial development, encourage development of housing with the city that is safe, diverse, and gives residents affordable options to own a home and markets the City to promote Economic Development activities.

### **EXPENDITURE DETAILS**

107-Commission and Boards  
\$1,000

307-Professional Services Fees  
\$12,300  
\$11,000 - Civic Plus City Website  
\$800 - Anoka County Economic Development Cost Share  
\$500 – Economic Development Association

933-Transfer to City General Fund  
\$121,000  
Support Executive Director, Community Development Director and Support Staff

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
EDA						
	E 232-23200-107 Commissions and Boards	520.00	820.00	-	1,000.00	1,000.00
	E 232-23200-201 Office Supplies	32.14	-	-	-	-
	E 232-23200-307 Professional Services Fees	68,773.04	11,419.02	12,286.37	12,000.00	12,300.00
	E 232-23200-433 Dues and Subscriptions	125.00	215.00	-	-	-
	E 232-23200-933 Gen 1 Fund Reimb Transfers	120,000.00	120,000.00	115,000.00	115,000.00	121,000.00
		189,450.18	132,454.02	127,286.37	128,000.00	134,300.00

## City of East Bethel 2025 Debt Service Budget

Fund Description	2015A	2014A	Total
Fund Number	310	311	
<b>Revenue</b>			
Levy	651,000	330,000	981,000
Special Assessments	10,500	-	10,500
Interest Earned	1,500	6,000	7,500
<b>Total Revenue</b>	<b>663,000</b>	<b>336,000</b>	<b>999,000</b>
<b>Expenditures</b>			
Principal	235,000	210,000	445,000
Interest	346,000	149,500	495,500
Fiscal Agent Fees	1,500	1,500	3,000
<b>Total Expenditures</b>	<b>582,500</b>	<b>361,000</b>	<b>943,500</b>
<b>Revenue over Expenditures</b>	<b>80,500</b>	<b>(25,000)</b>	<b>55,500</b>

\*2015A is the former 2010A--refinanced in 2015.

These were issued to fund construction of water/sewer infrastructure improvements

\*2014A is the former 2010B--refinanced in 2014.

These were issued to fund construction of water/sewer infrastructure improvements

City of East Bethel  
Debt Service Schedule

Paying Agent  
Callable

Bond Trust  
2/1/2023

Bond Trust  
2/1/2023

	2015A Feb/Aug	2014A Feb/Aug	Total
<b>Original Principal</b>	<u>\$ 11,850,000</u>	<u>\$ 5,485,000</u>	
	<b>310</b>	<b>311</b>	
Principal	235,000.00	210,000.00	445,000.00
Interest	345,800.00	149,337.50	495,137.50
<b>Total 2025</b>	<b>580,800.00</b>	<b>359,337.50</b>	<b>940,137.50</b>
Principal	290,000.00	220,000.00	510,000.00
Interest	335,300.00	143,425.00	478,725.00
<b>Total 2026</b>	<b>625,300.00</b>	<b>363,425.00</b>	<b>988,725.00</b>
Principal	350,000.00	225,000.00	575,000.00
Interest	324,250.00	137,025.00	461,275.00
<b>Total 2027</b>	<b>674,250.00</b>	<b>362,025.00</b>	<b>1,036,275.00</b>
Principal	420,000.00	230,000.00	650,000.00
Interest	312,700.00	130,200.00	442,900.00
<b>Total 2028</b>	<b>732,700.00</b>	<b>360,200.00</b>	<b>1,092,900.00</b>
Principal	480,000.00	245,000.00	725,000.00
Interest	299,200.00	122,462.50	421,662.50
<b>Total 2029</b>	<b>779,200.00</b>	<b>367,462.50</b>	<b>1,146,662.50</b>
Principal	555,000.00	255,000.00	810,000.00
Interest	283,675.00	113,712.50	397,387.50
<b>Total 2030</b>	<b>838,675.00</b>	<b>368,712.50</b>	<b>1,207,387.50</b>
Principal	665,000.00	265,000.00	930,000.00
Interest	264,959.38	104,612.50	369,571.88
<b>Total 2031</b>	<b>929,959.38</b>	<b>369,612.50</b>	<b>1,299,571.88</b>
Principal	750,000.00	280,000.00	1,030,000.00
Interest	242,850.01	95,075.00	337,925.01
<b>Total 2032</b>	<b>992,850.01</b>	<b>375,075.00</b>	<b>1,367,925.01</b>
Principal	770,000.00	295,000.00	1,065,000.00
Interest	218,618.76	85,012.50	303,631.26
<b>Total 2033</b>	<b>988,618.76</b>	<b>380,012.50</b>	<b>1,368,631.26</b>
Principal	790,000.00	310,000.00	1,100,000.00
Interest	193,268.76	74,425.00	267,693.76
<b>Total 2034</b>	<b>983,268.76</b>	<b>384,425.00</b>	<b>1,367,693.76</b>
Principal	815,000.00	320,000.00	1,135,000.00
Interest	166,678.13	62,600.00	229,278.13
<b>Total 2035</b>	<b>981,678.13</b>	<b>382,600.00</b>	<b>1,364,278.13</b>
Principal	840,000.00	255,000.00	1,095,000.00
Interest	138,750.00	51,100.00	189,850.00
<b>Total 2036</b>	<b>978,750.00</b>	<b>306,100.00</b>	<b>1,284,850.00</b>
Principal	860,000.00	265,000.00	1,125,000.00
Interest	110,062.50	40,700.00	150,762.50
<b>Total 2037</b>	<b>970,062.50</b>	<b>305,700.00</b>	<b>1,275,762.50</b>
Principal	885,000.00	280,000.00	1,165,000.00
Interest	80,062.50	29,800.00	109,862.50
<b>Total 2038</b>	<b>965,062.50</b>	<b>309,800.00</b>	<b>1,274,862.50</b>
Principal	910,000.00	295,000.00	1,205,000.00
Interest	48,650.00	18,300.00	66,950.00
<b>Total 2039</b>	<b>958,650.00</b>	<b>313,300.00</b>	<b>1,271,950.00</b>
Principal	935,000.00	310,000.00	1,245,000.00
Interest	16,362.50	6,200.00	22,562.50
<b>Total 2040</b>	<b>951,362.50</b>	<b>316,200.00</b>	<b>1,267,562.50</b>
<b>Principal due 2025 to 2040</b>	<b>10,550,000.00</b>	<b>4,260,000.00</b>	<b>14,810,000.00</b>
<b>Interest due 2025 to 2040</b>	<b>3,381,187.54</b>	<b>1,363,987.50</b>	<b>4,745,175.04</b>
<b>Rates</b>	City Council Packet, page 72	<b>3.0 - 4.0%</b>	

**City of East Bethel**  
**2025 Enterprise Fund Budget (Summary)**

Fund Description Fund Number	Water 601	Sewer 602	Arena 615	Total
<b>Revenue</b>				
Sales	278,000	275,400	221,800	775,200
Penalties	2,000	1,000	-	3,000
Interest	50,000	50,000	5,000	105,000
<b>Total Revenue</b>	<b>330,000</b>	<b>326,400</b>	<b>226,800</b>	<b>883,200</b>
<b>Expenditures</b>				
Salaries	-	-	42,400	42,400
Transfer to General Fund for Salaries	72,000	72,000	59,700	203,700
Supplies	32,100	3,000	6,700	41,800
Fees for Service	59,800	87,000	86,000	232,800
Reserve Capacity Loan Payment (Interest)	-	50,000	-	50,000
<b>Total Current Expenditures</b>	<b>163,900</b>	<b>212,000</b>	<b>194,800</b>	<b>570,700</b>
<b>Net Cash (Inflow / Outflow)</b>	<b>166,100</b>	<b>114,400</b>	<b>32,000</b>	<b>312,500</b>
<b>Depreciation / Other Non Operating Expenses</b>				
Depreciation	257,000	280,000	32,000	569,000
Reserve Capacity Loan Payment (Principal)		181,500		181,500
<b>Total Non-Current Expenditures</b>	<b>257,000</b>	<b>461,500</b>	<b>32,000</b>	<b>750,500</b>
<b>Total Expenditures</b>	<b>420,900</b>	<b>673,500</b>	<b>226,800</b>	<b>1,321,200</b>
<b>Net Income</b>	<b>(90,900)</b>	<b>(165,600)</b>	<b>-</b>	<b>(256,500)</b>



## 2025 Budget

**FUND:** 601 - Water Fund  
**DEPT/ACTIVITY/PROJECT:** 49401 – Water Utility Operations

### DEPARTMENTAL PROFILE

Water Utility Operations provide for the distribution of water to customers, the provision of proper metering equipment to measure usage and the timely reading of meters to ensure accurate billing of customers. Currently, the City owns and operates two separate water systems from four municipal wells. Wells #3 and #4, along with the water treatment facility and water tower, service the southern portion of the city. Wells #1 and #2, along with two pressure tanks, service the Whispering Aspen development.

### DEPARTMENTAL GOALS

Provide adequate capacity, perform required maintenance and work to facilitate the orderly implementation of service to new residents.

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its water operation. The water fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical water customer can be classified into three different categories—residential (whispering aspen), residential (viking preserve) and non-residential each with a fixed and variable component to the cost structure. There are currently 149 residential parcels and 32 (324 ERU’s) non-residential parcels serviced by the City’s water system. All rates are chronicled below:

	2024	2025
<b>RESIDENTIAL Whispering Aspen</b>		
<b>BASE CHARGE</b>	\$18.77 PER MONTH	\$18.77 PER MONTH
<b>USAGE CHARGES</b>		
0 - 5,000 GALLONS PER MONTH	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
<b>COMMERCIAL / Non Residential / PHASE I / Viking Preserve</b>		
<b>BASE CHARGE</b>	\$17.50 PER ERU/MONTH	\$17.50 PER ERU/MONTH
<b>USAGE CHARGES</b>		
0 – 5,000 GALLONS PER MONTH	\$3.50 PER 1,000 Gallons	\$3.50 PER 1,000 Gallons
5,001 to 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 Gallons	\$3.80 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$4.10 PER 1,000 Gallons	\$4.10 PER 1,000 Gallons

## **EXPENDITURE DETAILS**

### 211-Cleaning Supplies

\$100

Cleaning agents for cleaning the lab and treatment room at the water plant

### 216-Chemicals and Chemical Products

\$8,000

Chemicals added to the water supply for health and safety purposes

### 223-Bldg/Facility Repair Supplies

\$3,000

Miscellaneous materials for repair and maintenance of the water building

### 227-Utility System Supplies

\$20,000

Water supply and distribution system; valve boxes, covers, extensions and castings; install 1 new fire hydrant

### 231-Small Tools & Minor Equip

\$1,000

Tools and equipment required for the daily operation of the water treatment and distribution facilities

### 307-Professional Services

\$7,000

Required periodic water testing and software upgrades for treatment plant.

### 309-Information Systems

\$4,500

Metro-Inet – IT Support

### 321-Telephone

\$5,000

Landline, security line, and DSL line at both Water Treatment plants

### 381-Electric Utilities

\$20,000

Utilities for the Water Plant/Whispering Aspen Community Center

### 382-Gas Utilities

\$4,000

Utilities for the Water Plant/Whispering Aspen Community Center

### 402-Repairs/Maintenance on Machinery/Equipment

\$1,000

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$15,000

General building repair items

421-Software Licensing

\$2,000

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$257,000

Specific items that will be depreciated are: Water mains, Wells #2/#3/#4, Water Treatment facility, Meters, Water Tower, Lateral lines, and Water Stubs.

933-Transfer to City General Fund

\$72,000

Support Public Works Manager, Public Works Maintenance and Administration Staff

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
<b>Expenditures</b>						
	E 601-49401-211 Cleaning Supplies	45.80	48.98	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	7,651.62	8,692.47	6,637.45	7,500.00	8,000.00
	E 601-49401-217 Safety Supplies		149.18	-	-	-
	E 601-49401-223 Bldg/Facility Repair Supplies	2,049.69	3,740.36	145.83	2,000.00	3,000.00
	E 601-49401-227 Utility Maint Supplies	12,718.16	26,490.17	16,779.70	15,000.00	20,000.00
	E 601-49401-231 Small Tools and Minor Equip	76.13	-	-	1,000.00	1,000.00
	E 601-49401-307 Professional Services Fees	1,668.87	6,951.77	155.92	7,000.00	7,000.00
	E 601-49401-309 Information Systems	2,512.50	3,028.80	3,322.59	3,500.00	4,500.00
	E 601-49401-321 Telephone	5,113.71	5,057.70	4,257.93	5,000.00	5,000.00
	E 601-49401-381 Electric Utilities	19,449.19	20,986.51	17,808.48	20,000.00	20,000.00
	E 601-49401-382 Gas Utilities	3,841.40	3,159.37	2,365.27	4,000.00	4,000.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	420.00	-	1,725.50	1,000.00	1,000.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	9,537.40	46,463.33	5,187.45	15,000.00	15,000.00
	E 601-49401-421 Software Licensing	8,894.50	1,850.00	2,025.00	1,500.00	2,000.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	-	436.15	1,048.66	300.00	300.00
	E 601-49401-434 Conferences/Meetings	940.00	664.50	848.00	1,000.00	1,000.00
	E 601-49401-481 Depreciation Expense	257,948.04	256,698.25	-	258,000.00	257,000.00
	E 601-49401-933 Gen I Fund Reimb Transfers	66,000.00	68,000.00	69,000.00	69,000.00	72,000.00
	<b>Total Expenditures - Water Fund</b>	<b>398,867.01</b>	<b>452,417.54</b>	<b>131,307.78</b>	<b>410,900.00</b>	<b>420,900.00</b>



## 2025 Budget

**FUND:** 602 - Sewer Fund  
**DEPT/ACTIVITY/PROJECT:** 49451 – Sewer Utility Operations

### DEPARTMENTAL PROFILE

Sewer Utility Operations provide for the collection of sanitary sewage through a system of gravity sewer lines, force mains, and lift stations with delivery to the Metropolitan Council Environmental Service Wastewater Treatment Facility.

### DEPARTMENTAL GOALS

Provide adequate capacity to service customers and provide efficient collection of sanitary sewage.

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its sewer operation. The sewer fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical sewer customer can be classified into three different categories—residential, mobile and non-residential each with a fixed and variable component to the cost structure. There are currently 149 residential parcels, 32 (324 ERU’s) commercial parcels and 1 mobile customer (roughly 189 mobile units) serviced by the Metropolitan Council’s sewer system that is located in East Bethel. The 2025 proposed sales revenue is based on no additions to the current customer base. All rates are chronicled below:

	<b>2024</b>	<b>2025</b>
<b>Residential / Non-Residential</b>		
BASE CHARGE PER ERU	\$6.30 PER MONTH	\$6.30 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
<b>Mobile Park</b>		
BASE CHARGE	\$1,190 PER MONTH	\$1,190 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS

**EXPENDITURE DETAILS**

223-Buildings and Facilities Supplies

\$3,000

Repair materials to keep the sewer collection operational

Sewer system and lift station degreasers and deodorizers and refrigerated sample supply storage unit required by the PCA

Various small tools, replacement of chemical feed pumps and regulators

307-Professional Services

\$70,500

MCES waste water treatment charges

2025 - \$70,500 \*Estimate from MCES

2024 - \$72,853

2023 - \$63,188

2022 - \$48,254

2021 - \$34,948

2020 - \$38,069

2019 - \$33,108

2018 - \$26,152

2017 - \$24,772

2016 - \$20,735

381-Electric Utilities

\$4,000

Utilities for the lift stations

403-Buildings/Facilities Repair and Maintenance

\$10,000

Repair services that cannot be performed in-house and sewer line inspection and jetting

421-Software Licensing

\$1,500

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of sewer license

481-Depreciation Expense

\$280,000

The specific items to be depreciated are: manholes, lateral lines, force mains, lift stations, and gravity sewer lines

626-Reserve Capacity Loan Payment  
\$49,778  
RCL Principal Payment \$181,464  
RCL Interest Payment \$49,778

933-Transfer to City General Fund  
\$72,000  
Support Public Works Manager, Public Works Maintenance Staff and Administration  
Costs

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
<b>Expenditures</b>						
	E 602-49451-223 Bldg/Facility Repair Supplies	422.64	156.55	44.24	3,000.00	3,000.00
	E 602-49451-307 Professional Services Fees	48,254.16	63,188.28	71,639.29	73,000.00	70,500.00
	E 602-49451-381 Electric Utilities	3,234.05	2,978.19	2,620.32	4,000.00	4,000.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	-	7,183.47	7,206.75	10,000.00	10,000.00
	E 602-49451-421 Software Licensing	715.00	1,430.00	1,430.00	1,500.00	1,500.00
	E 602-49451-434 Conferences/Meetings	-	-	23.00	1,000.00	1,000.00
	E 602-49451-481 Depreciation Expense	279,416.29	279,416.29	-	280,000.00	280,000.00
	E 602-49451-626 Loan Payment	583,642.18	532,738.33	54,600.00	232,000.00	50,000.00
	E 602-49451-933 Gen 1 Fund Reimb Transfers	66,000.00	68,000.00	69,000.00	69,000.00	72,000.00
	<b>Total Expenditures - Sewer Fund</b>	<b>981,684.32</b>	<b>955,091.11</b>	<b>206,563.60</b>	<b>673,500.00</b>	<b>492,000.00</b>



## 2025 Budget

**FUND:** 615 - Arena Fund  
**DEPT/ACTIVITY/PROJECT:** 49851 – Arena Operations

### DEPARTMENTAL PROFILE

Arena Operations provides for the operation of the City’s ice arena.

### DEPARTMENTAL GOALS

Maintain the exterior of the Arena; oversee and coordinate arena management activities; address deferred maintenance items at the facility and improve the financial performance of the Arena

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its arena operation. Thus, the arena fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2025 user rates are proposed to increase to \$210 per hour for prime time ice rental. All rates are chronicled below:

<b>ICE ARENA</b>	2024	2025
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	\$210/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	NEGOTIABLE
LOCKER ROOM RENTAL	\$7,500	\$7,500
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

### EXPENDITURE DETAILS

103-Part-Time Employees

\$36,000

Part-time employees that operate the ice maintenance equipment, unlock and lock the building daily, supervise the building and any users/visitors, provide daily cleaning and maintenance activities.

933-Transfer to City General Fund

\$59,700

Support Public Works and Administration Staff that conduct Arena related duties

211-Cleaning Supplies

\$2,000

Cleaning supplies for Arena

223-Buildings & Facilities Repair and Maintenance Supplies

\$3,000

Repair and maintain boards, bleachers, HVAC, etc.

309-Information Systems

\$1,000

Internet Service

381-Electric Utilities

\$36,000

Electricity needs for the Arena

382-Gas Utilities

\$25,000

Natural gas heating needs for the Arena

402-Repairs to Machinery

\$2,500

Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services

\$16,500

Outsourced facilities repair not performed by City/Arena employees - \$10,000

Trane - \$6,000 maintenance agreement for ice arena chillers

Wright Hennepin - \$500 Security at the arena

481-Depreciation

\$32,000

Depreciation on Arena and equipment

**City of East Bethel  
2025 Final Budget**

	<b>Account Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Actual 1/1/24 to 10/31/24</b>	<b>2024 Budget</b>	<b>2025 Final Budget</b>
<b>Expenditures</b>						
	E 615-49851-103 Part-Time Employees	-	-	6,092.00	-	36,000.00
	E 615-49851-125 FICA/Medicare	-	-	466.03	-	2,800.00
	E 615-49851-151 Worker s Comp Insurance Prem	-	-	-	-	3,600.00
	E 615-49851-211 Cleaning Supplies	2,597.57	1,944.49	1,718.52	2,000.00	2,000.00
	E 615-49851-219 General Operating Supplies	666.57	3,260.61	231.13	1,500.00	1,500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	27,601.06	4,321.44	48,251.03	3,000.00	3,000.00
	E 615-49851-231 Small Tools and Minor Equip	129.97	751.97	1,008.26	200.00	200.00
	E 615-49851-307 Professional Services Fees	85,468.50	83,987.50	37,339.95	87,000.00	-
	E 602-49451-933 Gen 1 Fund Reimb Transfers					59,700.00
	E 615-49851-309 Information Systems	900.00	900.00	4,862.39	1,000.00	1,000.00
	E 615-49851-321 Telephone	119.59	64.27	169.58	100.00	-
	E 615-49851-381 Electric Utilities	35,145.92	30,980.60	24,178.61	36,000.00	36,000.00
	E 615-49851-382 Gas Utilities	27,523.53	18,665.19	5,785.93	25,000.00	25,000.00
	E 615-49851-385 Refuse Removal	2,823.32	3,267.30	2,972.74	3,000.00	3,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	4,754.64	1,394.14	1,748.55	2,500.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	56,916.11	47,058.42	28,230.05	16,500.00	16,500.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	420.00	420.00	40.00	500.00	500.00
	E 615-49851-433 Dues and Subscriptions	-	-	-	1,500.00	1,500.00
	E 615-49851-481 Depreciation Expense	48,777.70	32,014.66	-	32,000.00	32,000.00
<b>Total Expenditures - Arena</b>		<b>293,844.48</b>	<b>229,030.59</b>	<b>163,094.77</b>	<b>211,800.00</b>	<b>226,800.00</b>



## *2025 Budget*

**FUND:** 401 – Building Capital Project Fund  
**DEPT/ACTIVITY/PROJECT:** 40100 – Building Capital Projects

### **DEPARTMENTAL PROFILE**

The Building Capital Projects Fund accounts for general capital projects involving general government facilities.

### **DEPARTMENTAL GOALS**

Identify and prioritize projects that would benefit the City; ensure that improvements are done to City specifications and within budget.

### **REVENUE DETAILS**

39201-General Fund Transfer  
\$50,000

### **GENERAL GOVERNMENT FACILITY MANAGEMENT PLAN**

#### **City Hall / Senior Center**

2241 221st Avenue NE  
East Bethel, MN 55011

#### **Fire Station #1**

2751 Viking Blvd NE  
East Bethel, MN 55092

#### **Public Works / Fire Station #2**

2375 221st Avenue NE  
East Bethel, MN 55011

#### **Fire Station #3**

342 Forest Road  
East Bethel, MN 55092



## *2025 Budget*

**FUND:** 404 – Park Acquisition & Development Fund  
**DEPT/ACTIVITY/PROJECT:** 40400 – Park Acquisition & Development

### **DEPARTMENTAL PROFILE**

The Park Acquisition & Development Fund accounts for funds received from developers that are to be used for the acquisition/development of major park facilities.

### **DEPARTMENTAL GOALS**

Identify and prioritize recreational opportunities that would benefit the residents of the City. The Fund is currently depleted due to the lack of development activity in the City.

**Parks Capital Improvement Plan  
2025-2029  
Funding Analysis**

<b>PARK ACQUISITION AND DEVELOPMENT FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2025 Beginning Balance</b>	\$97,111			
Park Dedication Fees		\$363,000		\$460,111
Park and Playground Development - Viking Meadows			\$200,000	\$260,111
<b>2025 Ending Balance</b>				\$260,111
<b>2026 Beginning Balance</b>	\$260,111			
Park Dedication Fees		\$40,000		\$300,111
Park and Playground Development - Viking Meadows			\$150,000	\$150,111
<b>2026 Ending Balance</b>				\$150,111
<b>2027 Beginning Balance</b>	\$150,111			
Park Dedication Fees		\$40,000		\$190,111
None			\$0	\$190,111
<b>2027 Ending Balance</b>				\$190,111
<b>2028 Beginning Balance</b>	\$190,111			
Park Dedication Fees		\$40,000		\$230,111
Booster West Ballfield Lights			\$350,000	-\$119,889
<b>2028 Ending Balance</b>				-\$119,889
<b>2029 Beginning Balance</b>	-\$119,889			
Park Dedication Fees		\$40,000		-\$79,889
None			\$0	-\$79,889
<b>2029 Ending Balance</b>				-\$79,889
<b>TOTAL PARK ACQUISITION AND DEVELOPMENT FUND SOURCES AND USES</b>		\$523,000	\$700,000	
<b>Park Dedication Fees- Residential</b> = \$2,000 per lot. Multifamily = \$1,500 per unit. <b>Commercial</b> = 5% of land or cash not to exceed \$2,000 per acre.				



## ***2025 Budget***

**FUND:** 407 – Park Capital Fund  
**DEPT/ACTIVITY/PROJECT:** 40700 – Park Capital Projects

### **DEPARTMENTAL PROFILE**

The Park Capital Fund accounts for improvements to parks as part of the five-year plan Capital Improvement Plan.

### **DEPARTMENTAL GOALS**

Implement improvements identified in the five-year plan within the authorized budget; complete improvements identified by the Parks Commission and approved by the Council.

### **REVENUE DETAILS**

39201-General Fund Transfer  
\$110,000  
Budgeted transfer amount.

**Parks Capital Improvement Plan  
2025-2029  
Funding Analysis**

<b>PARK CAPITAL FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2025 Beginning Balance</b>	\$42,000			
Transfer From General Fund		\$110,000		\$152,000
Bataan St Trail Segment			\$120,000	\$32,000
John Anderson Trail Connection			\$20,000	\$12,000
Misc Park Projects and Tree Planting			\$5,000	\$7,000
<b>2025 Ending Balance</b>				\$7,000
<b>2026 Beginning Balance</b>	\$7,000			
Transfer From General Fund		\$120,000		\$127,000
ZiplineBooster West			\$25,000	\$102,000
Pickleball Courts- Booster West			\$60,000	\$42,000
Concrete Bag Toss/Cornhole (4) Booster Park			\$8,000	\$34,000
Disc Golf Goals (2) Booster Park			\$1,000	\$33,000
Misc Park Projects and Tree Planting			\$5,000	\$28,000
<b>2026 Ending Balance</b>				\$28,000
<b>2027 Beginning Balance</b>	\$28,000			\$28,000
Transfer From General Fund		\$130,000		\$158,000
Pickleball Courts - Various Parks			\$90,000	\$68,000
Concrete Bag Toss/Cornhole (4) Booster Park			\$4,000	\$64,000
Disc Golf Goals (2) Booster Park			\$1,000	\$63,000
Misc Park Projects and Tree Planting			\$5,000	\$58,000
<b>2027 Ending Balance</b>				\$58,000
<b>2028 Beginning Balance</b>	\$58,000			
Transfer From General Fund		\$140,000		\$198,000
Pavement Repair - Booster East			\$90,000	\$108,000
Misc Park Projects and Tree Planting			\$5,000	\$103,000
<b>2028 Ending Balance</b>				\$103,000
<b>2029 Beginning Balance</b>	\$103,000			
Transfer From General Fund		\$150,000		\$253,000
New Park Development			\$100,000	\$153,000
Misc Park Projects and Tree Planting			\$5,000	\$148,000
<b>2029 Ending Balance</b>				\$148,000
<b>TOTAL PARK CAPITAL FUND SOURCES AND USES</b>		\$650,000	\$544,000	



## *2025 Budget*

**FUND:** 402 – MSA Street Construction Fund  
**DEPT/ACTIVITY/PROJECT:** Multiple

### **DEPARTMENTAL PROFILE**

The MSA Street Construction Fund accounts for amounts received from the State to improve State Aid roads in the City of East Bethel.

### **DEPARTMENTAL GOALS**

Procure and efficiently spend funds received to improve State Aid routes.

**Street Capital Projects  
2025-2029  
Funding Analysis**

<b>MUNICIPAL STATE AID FUND - FUND 402</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2025 Beginning Balance</b>	-\$1,290,000			
Municipal State Aid Funding		\$692,149		-\$597,851
MSA Project			\$0	-\$597,851
<b>2025 Ending Balance</b>				-\$597,851
<b>2026 Beginning Balance</b>	-\$597,851			
Municipal State Aid Funding		\$692,149		\$94,298
Viking Blvd/Sandhill Parkway Left Turn Lane			\$362,000	-\$267,702
Polk-Jackson - Mill & Overlay			\$800,000	-\$1,067,702
Klondike Drive - Mill & Overlay			\$140,000	-\$1,207,702
<b>2026 Ending Balance</b>				-\$1,207,702
<b>2027 Beginning Balance</b>	-\$1,207,702			
Municipal State Aid Funding		\$692,149		-\$515,553
MSA Project			\$0	-\$515,553
<b>2027 Ending Balance</b>				-\$515,553
<b>2028 Beginning Balance</b>	-\$515,553			
Municipal State Aid Funding		\$692,149		\$176,596
MSA Project			\$0	\$176,596
<b>2028 Ending Balance</b>				\$176,596
<b>2029 Beginning Balance</b>	\$176,596			
Municipal State Aid Funding		\$692,149		\$868,745
MSA Project				\$868,745
<b>2029 Ending Balance</b>				\$868,745
<b>TOTAL MUNICIPAL STATE AID FUND SOURCES &amp; USES</b>		\$3,460,745	\$1,302,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less  
A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MN DOT.



## *2025 Budget*

**FUND:** 406 – Street Capital Project Fund  
**DEPT/ACTIVITY/PROJECT:** 40600 – Street Capital Projects

### **DEPARTMENTAL PROFILE**

The Street Capital Projects Fund accounts for amounts used for street improvement projects including reconditioning and overlays.

### **DEPARTMENTAL GOALS**

Identify and prioritize street project needs of the City; ensure that improvements are done to City specifications and within budget; complete improvements identified by the Roads Commission and approved by the Council.

### **REVENUE DETAILS**

39201-General Fund Transfer  
\$600,000  
Budgeted transfer amount

**Street Capital Projects  
2025-2029  
Funding Analysis**

<b>STREET CAPITAL FUND - FUND 406</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2025 Beginning Balance</b>	\$775,000			
Transfer from General Fund		\$600,000		\$1,375,000
Central Avenue Assessments		\$28,976		\$1,403,976
Fillmore Street Assessments		\$3,050		\$1,407,026
North Metro JPA Maintenance Projects			\$105,000	\$1,302,026
Hidden Haven East - Overlay			\$325,000	\$977,026
Hidden Haven West - Overlay/Reconstruct			\$825,050	\$151,976
<b>2025 Ending Balance</b>				\$151,976
<b>2026 Beginning Balance</b>	\$151,976			
Transfer from General Fund		\$650,000		\$801,976
Central Avenue Assessments		\$28,976		\$830,952
Fillmore Street Assessments		\$3,050		\$834,002
North Metro JPA Maintenance Projects			\$110,000	\$724,002
Cedarbrook - Overlay/Reconstruct			\$405,000	\$319,002
Sunset Drive- Reclaim and Pave (Linwood)			\$300,000	\$19,002
<b>2026 Ending Balance</b>				\$19,002
<b>2027 Beginning Balance</b>	\$19,002			
Transfer from General Fund		\$700,000		\$719,002
Central Avenue Assessments		\$28,976		\$747,978
Fillmore Street Assessments		\$3,050		\$751,028
North Metro JPA Maintenance Projects			\$115,000	\$636,028
London, 225th, 226th - Overlay			\$250,000	\$386,028
Pine Crest Estates - Overlay			\$135,000	\$251,028
224th Ave, 225th Ave -Overlay			\$140,000	\$111,028
<b>2027 Ending Balance</b>				\$111,028
<b>2028 Beginning Balance</b>	\$111,028			
Transfer from General Fund		\$750,000		\$861,028
Central Avenue Assessments		\$28,976		\$890,004
North Metro JPA Maintenance Projects			\$120,000	\$770,004
Quincy St-Overlay			\$50,000	\$720,004
Raintree - Overlay			\$135,000	\$585,004
<b>2028 Ending Balance</b>				\$585,004
<b>2029 Beginning Balance</b>	\$585,004			
Transfer from General Fund		\$750,000		\$1,335,004
North Metro JPA Maintenance Projects			\$125,000	\$1,210,004
Norseland Manor - Overlay			\$450,000	\$760,004
Naples St, Rendova St, 197th Ave- Overlay			\$125,000	\$635,004
<b>2029 Ending Balance</b>				\$635,004
<b>Total Street Capital Fund Sources and Uses</b>		\$3,575,054	\$3,715,050	

**City of East Bethel  
2025 Other Governmental Fund Budget (Summary)**

<b>Fund Description Fund Number</b>	<b>TIF 1-2 436</b>	<b>TIF 1-3 437</b>	<b>TIF 1-4 438</b>	<b>TIF 1-5 439</b>	<b>Total</b>
<b>Revenue</b>					
Tax Increment	182,000	104,000	100,000	52,000	<b>438,000</b>
Interest Earned	1,400	1,400	1,400	1,400	<b>5,600</b>
<b>Total Revenue</b>	<b>183,400</b>	<b>105,400</b>	<b>101,400</b>	<b>53,400</b>	<b>443,600</b>
<b>Expenditures</b>					
Pay As You Go	163,800	93,600	90,000	46,800	<b>394,200</b>
Professional Service Fee	18,200	10,400	10,000	5,200	<b>43,800</b>
General Fund Reimbursement	1,400	1,400	1,400	1,400	<b>5,600</b>
<b>Total Expenditures</b>	<b>183,400</b>	<b>105,400</b>	<b>101,400</b>	<b>53,400</b>	<b>443,600</b>
<b>Revenue over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

- \*TIF 1-2 - East Bethel Village Apartments I and II
- \*TIF 1-3 - Viking Preserve 48 Residential Single Family Homes
- \*TIF 1-4 - Trident Senior Living
- \*TIF 1-5 - Aggressive Hydraulics Expansion

## 2025 Budget



**FUND:** 701 – Equipment Replacement Fund  
**DEPT/ACTIVITY/PROJECT:** Multiple

### **DEPARTMENTAL PROFILE**

Equipment Replacement Operations provide for the systematic funding and acquisition of major pieces of equipment necessary for City operations. Accordingly, individual department budgets will not fluctuate based on equipment acquisition activities allowing for better long-term financial analyses, benchmarking and comparisons.

### **DEPARTMENTAL GOALS**

Compare the current and future equipment needs of the City with the current equipment inventory; set up a funding plan to ensure that these equipment needs can be met without borrowing by establishing annual departmental funding requirements that ensure funds availability when equipment is no longer economically viable.

### **REVENUE DETAILS**

39201-General Fund Allocation  
\$296,000

<b>Equipment Replacement Schedule</b>	<b>Inspection</b>	<b>Parks</b>	<b>Streets</b>	<b>Fire</b>	<b>Total</b>
<b>2025 Purchases</b>					
Sweeper			300,000.00		
One Ton truck with dump box/plow			87,000.00		
Crew Cab Pick-Up/plow			62,000.00		
Ford F-350 4x4		50,000.00			
John Deere 1600 Wide Area Mower (Scheduled for 2022)		75,000.00			
Landpride 3-Point Mower		17,000.00			
<b>Total</b>					591,000.00
<b>2026 Purchases</b>					
Single Axle Plow with dump box and plow equipment			350,000.00		
FORD F-550 - MINI PUMPER REFURBISH/REPLACE				75,000.00	
FORD 550 QUICK ATTACK WITH PUMPER REFURBISH/REPLACE				75,000.00	
<b>Total</b>					500,000.00
<b>2027 Purchases</b>					
Front End Loader			250,000.00		
Kubota		17,000.00			
Kubota with ballfield groomer		20,000.00			
ROSENBAUERER 6 MAN CAB - 1250 PUMPER REFURBISH				75,000.00	
INTERNATIONAL REG CAB - 1250 PUMPER REFURBUSH				50,000.00	
FORD EXPLORER - DUTY OFFICER Replacement				75,000.00	
<b>Total</b>					487,000.00
<b>2028 Purchases</b>					
Ford F-550 1.5 Ton with dump box			75,000.00		
Excavator			80,000.00		
Ford F-150 4x4			40,000.00		
Vactor/Jetter Truck- Used			100,000.00		
Ford F-350 4x4			45,000.00		
Extraction Tools				150,000.00	
Chevy Colorado - Replacement				100,000.00	
<b>Total</b>					590,000.00
<b>2029 Purchases</b>					
Zero Turn Mower JD930M		15,000.00			
Zero Turn Mower JD930M		15,000.00			
John Deere Tractor and Ditch Mower Attachment			104,000.00		
Ford F350 4X4			45,000.00		
Vermeer Wood Chipper			24,000.00		
<b>Total</b>					203,000.00
<b>2030 and Beyond</b>					
FORD F-550 1.5 TON CHASSIS TRUCK, BOX AND PLOW			60,000.00		
SINGLE AXLE PLOW WITH DUMP BOX AND PLOW EQUIPMENT			365,000.00		
ASPHALT PAVER - USED			60,000.00		
FORD F-350 4WD			40,000.00		
CHEVROLET 3500 4X4			45,000.00		
FORD F-150 4X4			35,000.00		
FORD ESCAPE 4X4	35,000.00				
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,500,000.00	
FIRE TANKER APPARATUS Replacement				1,000,000.00	
FORD 4X4 1T PU - GRASS RIG Replacement				100,000.00	
2020 Chevy Tahoe #9542 Replacement				100,000.00	
TRACTOR		60,000.00			
FELLING 18 FT TRAILER			12,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			360,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			365,000.00		
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			80,000.00		
JOHN DEERE GRADER			250,000.00		
PICK UP TRUCK			45,000.00		
FORD ESCAPE 4X4	35,000.00				
FORD 4x4 1T PU - GRASS RIG Replacement				100,000.00	
FORD F-550 - MINI PUMPER Replacement				400,000.00	
FORD 550 QUICK ATTACK WITH PUMPER Replacement				400,000.00	
4 X 4 FOUR DOOR UTILITY PICKUP TRUCK Replacement				100,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,500,000.00	
SELF CONTAINED BREATHING APPARATUS				500,000.00	
FIRE TANKER APPARATUS REFURBISH				100,000.00	
VACTOR TRUCK			300,000.00		
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			400,000.00		
FORD ESCAPE 4X4	35,000.00				
INTERNATIONAL REG CAB - 1250 PUMPER Replacement				1,500,000.00	
ROSENBAUERER 6 MAN CAB - 1250 PUMPER				1,500,000.00	
Mercury 25 ELHPT - Boat				40,000.00	
Skidsteer (recycling center-used)		25,000.00			
T66 Bobcat			90,000.00		
<b>Total</b>					11,537,000.00
<b>Total Scheduled Purchases</b>	105,000.00	294,000.00	4,069,000.00	9,440,000.00	13,908,000.00



## *2025 Budget*

**FUND:** 702 – Compensated Absences Fund  
**DEPT/ACTIVITY/PROJECT:** Multiple

### **DEPARTMENTAL PROFILE**

Compensated Absences Fund provides for the funding of the City's obligation of earned but unused vacation and sick pay benefits. These benefits are payable only upon employees' severance from employment.

### **DEPARTMENTAL GOALS**

Compare each employee's accrued obligation on an annual basis and expense any increase to individual departments. Consequently, the period in which the services are rendered incurs the expense. Individual department budgets will not fluctuate based on employees separation from employment and the accumulation of these benefits.

### **REVENUE DETAILS**

39201-Transfer from General Fund

\$N/A

To be determined when liability is calculated at year end.

### **EXPENDITURE DETAILS**

Determined when employee separates from City service.

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-79**

**RESOLUTION SETTING THE FINAL PROPERTY TAX LEVY  
AND BUDGET FOR 2025**

**WHEREAS**, The City Council of the City of East Bethel is the governing body of the City of East Bethel; and

**WHEREAS**, the City Council has considered the operating needs and debt service needs for fiscal year 2025.

**WHEREAS**, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2024.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the City of East Bethel, MN hereby proposes that a tax is to be levied on all taxable real and personal property within the City of East Bethel for the purpose and sums as follows:

<b>General Levy:</b>	\$5,411,500
<b>Debt Service Levies:</b>	
2015A	\$ 651,000
2014A	\$ 330,000
<b>Total Levies</b>	<b><u>\$6,392,500</u></b>

*\*The above levy includes the amount necessary to cover debt service requirements in 2025 and cancels any previous scheduled amounts.*

<u>2025 Expenditure Budgets:</u>	General Fund	\$6,976,300
	Special Revenue Funds	\$234,900
	Debt Service Funds	\$943,500
	Enterprise Funds	\$1,321,200

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-80**

**RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT  
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2025**

**WHEREAS**, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2024; and

**WHEREAS**, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2025.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the property tax levy and budgets for the Economic Development Authority for 2025 are as follows:

Economic Development Authority General Levy    \$136,200

Economic Development Authority Expense Budget    \$134,300

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 9<sup>th</sup> day of December 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Kevin Lewis, Mayor

ATTEST:

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Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-81**

**RESOLUTION APPROVING THE FINAL HOUSING AND REDEVELOPMENT  
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2025**

**WHEREAS**, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2024; and

**WHEREAS**, the City Council has considered the operating needs of the Housing and Redevelopment Authority for fiscal year 2025.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the property tax levy and budgets for the Housing and Development Authority for 2025 are as follows:

Housing and Redevelopment Authority General Levy	\$77,000
Housing and Redevelopment Authority Budget	\$32,000

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 9<sup>th</sup> day of December 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Kevin Lewis, Mayor

ATTEST:

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Matt Look, City Administrator

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** December 9<sup>th</sup>, 2024

**Agenda Item Number:** 4.0 B

**Agenda Item:** Community Response Policy

**Background Information:** In Capstone LLC was contracted with to do an East Bethel Fire Department Analysis. One of the findings related to the number and types of call that contributed to 1000 plus calls a year. One recommendation was to evaluate and prioritize the calls so as to maximize the effectiveness of Fire Fighters and departmental expenses.

The Sheriff department will be present along with Allina staff to have a conversation regarding dispatched calls and provide background on all calls ranging from low priority to critical.

**Recommendation:** City Council should consider the information presented by the Sheriff's department and Allina as it relates to our current Fire Department response policy and determine if changes are needed.

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** December 9, 2024

**Agenda Item Number:** Item 6.0 A-Q

**Requested Action:** Consider approving the Consent Agenda as presented

**Background Information:**

Item A – Approve Bills

Item B – November 20, 2024 Town Hall Meeting Minutes

Minutes from the November 20, 2024 Town Hall meeting are attached for your review.

Item C – November 25, 2024 City Council Meeting Minutes

Minutes from the November 25, 2024 City Council meeting are attached for your review.

Item D - Res. 2024-82, Setting 2025 City Meeting Dates

City Council annually adopts a resolution setting the meeting dates for City Council, EDA, Planning, and Park Commissions. This calendar is approved in advance of year end 2024 to establish the schedule beginning January 1, 2025. Resolution 2024–82, the attachment for this item, provides the proposed schedule. If there are no pressing items for a meeting agenda the meeting listed may be cancelled. Furthermore, additional special meetings may be called with the proper advanced notice.

The proposed changes in the monthly meeting dates are as follows:

- The City Council meeting normally scheduled for the fourth Monday in May has been moved to fourth Wednesday due to a conflict with the Memorial Day holiday;
- The Park Commission meeting normally scheduled for the second Tuesday in November has been moved to second Wednesday due to a conflict with the Veteran’s Day holiday;
- The EDA meeting normally scheduled for the third Monday in January has been moved to the third Tuesday due to a conflict with the Martin Luther King Jr Day holiday;
- The EDA meeting normally scheduled for the third Monday in February has been moved to the third Tuesday due to a conflict with the Presidents Day holiday;
- The Planning Commission meetings have no schedule changes.
- The HRA meeting schedule for 2025 was approved at the October 28, 2024 HRA meeting, but are included for reference.

Item E – Res. 2024-83, TIF 1-2 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-2 in order to provide gap financing for the construction of two apartment complexes in the City. TIF District 1-2 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 436 to the General fund to cover these expenses for 2024.

Item F – Res. 2024-84, TIF 1-3 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-3 in order to provide gap financing for the construction of a 48 single family (of which only 35 qualified) home development in the City. TIF District 1-3 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 437 to the General fund to cover these expenses for 2024.

Item G – Res. 2024-85, TIF 1-4 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-4 in order to provide gap financing for the construction of a 70-unit Senior Living facility in the City. TIF District 1-4 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 438 to the General fund to cover these expenses for 2024.

Item H – Res. 2024-86, TIF 1-5 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-5 to provide gap financing for the expansion of Aggressive Hydraulics in the City. TIF District 1-5 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 439 to the General fund to cover these expenses for 2024.

Item I – Res. 2024-87, Arena Fund Permanent Transfer

The City of East Bethel began managing the ice arena starting in the Fall of 2024. The Arena requires full-time staff in public works and administration to maintain and fully service this entity and function. Staff recommends Council approve a one-time transfer of \$38,800 from the Arena fund 615 to the General fund to cover these expenses for 2024.

Item J – Res. 2024-88, Committee Stipends

The City Council discussed committee stipend amounts at the September 9th Council Meeting and directed staff to increase them from \$20 per month to \$40 per month starting in 2025. Staff recommends Council approve resolution 2024-xx increasing City Committee Stipends from \$20 to \$40 starting 1/1/25.

Item K – Approve 2025 Tobacco Licenses

The licensees on the attached list have applications for tobacco license renewal effective January 1, 2025. These licenses will be issued pending receipt of all fees/completed forms.

Item L - Security Systems for East Bethel Facilities

City Council have directed staff to solicit a quote from our current security vendor to update and improve security and access control at City facilities. Below is a cost breakdown of each facility and the funding source.

**City Hall (Funded through Building Capital Fund)**

• Access Control with Alarm.com	\$3,665
• Panel Upgrade to Alarm.com	<u>\$1,596</u>
Total	\$5,261 plus \$38.95 monthly fee

**Recycling Center (Funded through Recycling Enterprise Fund)**

• Security Cameras	\$4,855
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**Ice Arena (Funded through Arena Enterprise Fund)**

• Security Cameras	\$4,300
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**Whispering Aspen Community Center (Funded through Building Capital Fund)**

- Access Control with Alarm.com \$2,380 plus \$5.50 monthly fee

**Fire Station #3 (Funded through Building Capital Fund)**

- Security System and Access Control, Alarm.com \$3,025
- Locksmith for strike plate \$827.50
- Total \$3,852.50 plus \$5.50 monthly fee

**Fire Station #2 (Funded through Building Capital Fund)**

- Security System and Access Control, Alarm.com \$6,705
- Locksmith for strike plates \$3,570
- Total \$10,275 plus \$22.00 monthly fee

**Fire Station #1 (Funded through Building Capital Fund)**

- Security System and Access Control, Alarm.com \$8,015
- Locksmith for strike plates \$3,297.50
- Total \$11,312.50 plus \$27.50 monthly fee

If all improvements are approved the total cost of the project would be \$42,235 plus a \$99.45 monthly fee.

Item M – Resolution 2024-76 Fire Department Benefit Level Increase

Request to approve a \$500 annual increase in the Fire Department Benefit Level, based on their financials and current account balance. While the City is responsible for potential shortfalls, it is believed that financial estimates are conservative and still allow for market adjustments.

Item N - Resolution 2024-89 Declaring 2010 Elgin Pelican Street Sweeper Surplus

As part of the City’s Equipment Replacement Program, the 2010 Elgin Pelican Street Sweeper is scheduled for replacement in 2025. The current age and condition of the street sweeper will bring the highest resale value before expensive repairs are required on the machine. This is a regular replacement for this item.

Staff recommends declaring the 2010 Elgin Pelican street sweeper surplus property and offering it up for public auction on the State of Minnesota on-line government surplus auction website MinnBid.org.

Item O - Purchase of 2025 Elgin Pelican Street Sweeper

Staff have checked state contracts for 3 and 4 wheeled street sweepers that would meet the needs of the City’s street sweeping requirements. The Public Works Department sweeps the entire city each spring along with areas of concern each fall and on an as-needed basis throughout the construction season. The 2025 Elgin Pelican sweeper is the machine that most closely matches our previous machine and meets all of the City’s requirements. The updated 2025 version of the sweeper includes hydraulic drive motors for the brooms which greatly reduces the moving machine parts that require extensive maintenance and routinely fail.

Funds for the acquisition are provided for in the 2025 Equipment Replacement Fund. Funding was budgeted at \$300,000 and the state contract price is \$300,930. The sale of the existing sweeper is expected to bring in \$30,000-\$60,000.

Staff recommends the purchase of the 2025 Elgin Pelican Street Sweeper from MacQueen Equipment. This piece of equipment is expected to meet the City's current and future needs for 15-20 years.

Item P - Purchase of Tire Chains for Single Axle Snowplow

The 2021 Western Star single-axle snowplow is the only newer truck in the City's plow fleet that does not have traction control to prevent wheel spin while pushing snow. Wheel spin while pushing snow around corners can cause differential damage to the rear end which did occur on this vehicle in the past. Staff have discussed options with the vehicle manufacturer and other after-market companies and the most cost-effective solution is to add automatic tire chains to the truck to be used in conditions when wheel spin can occur.

Staff have received a quote from TowMaster for parts and installation of the automatic tire chains for \$5,000. Staff recommends the purchase and installation of the tire chains to prevent any future differential damage that can incur costs many times higher than the tire chains.

Item Q - Purchase of Coats Tire Balancer

The City recently received a Recycling Enhancement Grant for the purchase of tire machine for removing rims from recycled tires and handling the installation of tires for the City's fleet vehicles. Staff is seeking authorization to purchase a tire balancer with funds from the sale of the old tire machine that was recently sold for \$10,000 which was \$9,500 more than the initial \$500 investment. The addition of a tire balancer would allow staff to perform tire changes and repairs completely in-house saving time and money for the City.

Staff have reviewed tire machine quotes and recommend the Coats 1500 Direct Drive Wheel Balancer for \$7,928.26 from Factory Motor Parts. Funds for this purchase are available in the Equipment Replacement Fund and covered by the sale of the old tire machine.

In summary if approved, the city would have a new tire machine (funded through a recycling grant), tire balancer (funded from the sale of the old tire machine), and \$1,571 in profit to remain in the Equipment Replacement Fund plus all of the cost savings of being able to perform tire changes and repairs in-house.

**Recommendation(s):** Staff recommends approval of the Consent Agenda as presented.

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_



**City of East Bethel**  
**December 9, 2024**  
**Payment Summary**

Payments for Council Approval						
Bills to be approved for payment						\$326,484.43
Electronic Payroll Payments						\$38,988.76
Payroll City Staff - December 5, 2024						\$50,854.63
Total to be Approved for Payment						\$416,327.82
Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldg/Facility Repair Supplies	9332836403	Grainger	615	49851	\$107.98
Arena Operations	Bldgs/Facilities Repair/Maint	20675	Patton Heating and Air	615	49851	\$725.00
Arena Operations	Bldgs/Facilities Repair/Maint	35031780615	Wright-Hennepin Coop Electric	615	49851	\$44.90
Arena Operations	General Operating Supplies	78734	Menards Blaine	615	49851	\$79.54
Assessing	Professional Services Fees	4th Qtr 2025	Kenneth A. Tolzmann	101	41550	\$14,877.50
Building Inspection	Escrow Release	2024-01085	Aaberg, Joel and Deanna	101		\$2,691.00
Building Inspection	Escrow Release	1080	American Innovation	101		\$22,375.00
Building Inspection	Escrow Release	31902	Lashinski Septic Service	101		\$30,939.00
Building Inspection	Escrow Release	2024-01169	Saarela, Keith	101		\$5,593.75
Building Inspection	Information Systems	2319	Metro-Inet	101	42410	\$952.54
Building Inspection	Motor Vehicles Parts	121855243	Fleet Pride	101	42410	\$22.58
Building Inspection	Telephone	12 2024-2	T MOBILE	101	42410	\$29.47
City Administration	Information Systems	2319	Metro-Inet	101	41320	\$1,044.15
City Administration	Professional Services Fees	M29671	TimeSaver Off Site Secretarial	101	41320	\$167.00
City Administration	Professional Services Fees	M29671	TimeSaver Off Site Secretarial	101	41320	\$167.00
City Administration	Professional Services Fees	M29671	TimeSaver Off Site Secretarial	101	41320	\$167.00
Elections	General Operating Supplies		Desiree Stanford	101	41410	\$10.78
Elections	Professional Services Fees		Desiree Stanford	101	41410	\$13.07
Engineering	Architect/Engineering Fees	54174	Hakanson Anderson Assoc. Inc.	101		\$955.00
Engineering	Architect/Engineering Fees	54175	Hakanson Anderson Assoc. Inc.	101		\$217.50
Engineering	Architect/Engineering Fees	54176	Hakanson Anderson Assoc. Inc.	101		\$2,541.48
Engineering	Architect/Engineering Fees	54180	Hakanson Anderson Assoc. Inc.	101	43110	\$877.24
Engineering	Architect/Engineering Fees	54181	Hakanson Anderson Assoc. Inc.	101	43110	\$1,657.50
Finance	Information Systems	2319	Metro-Inet	101	41520	\$952.54
Finance	Sales Tax Remittance	11 2024	Minnesota Revenue	101		\$274.00
Fire Department	Bldg/Facility Repair Supplies	IN4703234	Innovative Office Solutions	101	42210	\$59.49
Fire Department	Bldgs/Facilities Repair/Maint	2662	Bill's Quality Cleaning	101	42210	\$168.00
Fire Department	Bldgs/Facilities Repair/Maint	2663	Bill's Quality Cleaning	101	42210	\$53.00
Fire Department	Conferences/Meetings	2872	Customized Fire Rescue Trng	101	42210	\$800.00
Fire Department	Conferences/Meetings	13337	MN Fire Serv Cert Board	101	42210	\$25.00
Fire Department	General Operating Supplies	24657	Menards Cambridge	101	42210	\$165.23
Fire Department	Information Systems	2319	Metro-Inet	101	42210	\$2,733.79
Fire Department	Printing and Duplicating		Desiree Stanford	101	42210	\$21.35
Fire Department	Telephone	13864340214400	Midcontinent Communications	101	42210	\$218.10
Fire Department	Telephone	12 2024-1	T MOBILE	101	42210	\$99.92
Fire Department	Telephone	9979031933	Verizon	101	42210	\$560.14
Fire Department	Tires	121270	PTL TIRE & AUTO 2	101	42210	\$1,153.91
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	8915576	Plunkett's Pest Control	101	41940	\$84.50
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2660	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2664	Bill's Quality Cleaning	101	41940	\$168.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35031780480	Wright-Hennepin Coop Electric	101	41940	\$23.95
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35031780615	Wright-Hennepin Coop Electric	101	41940	\$11.00
Legal	Legal Fees	11 2024	Eckberg, Lammers, P.C.	101	41610	\$10,465.03
MSA Street Construction	Architect/Engineering Fees	54177	Hakanson Anderson Assoc. Inc.	402	40200	\$4,541.95
Park Maintenance	Clothing & Personal Equipment	4212543034	Cintas Corporation	101	43201	\$33.55
Park Maintenance	Clothing & Personal Equipment	4213412950	Cintas Corporation	101	43201	\$33.55
Park Maintenance	Equipment Parts	121725310	Fleet Pride	101	43201	\$4.80





**City of East Bethel**  
**December 9, 2024**  
**Payment Summary**

Electronic Payroll Payments		
Payroll	PERA	\$10,353.14
Payroll	Federal Withholding	\$7,250.06
Payroll	Medicare Withholding	\$2,281.98
Payroll	FICA Tax Withholding	\$8,742.46
Payroll	State Withholding	\$3,574.14
Payroll	MSRS/H.S.A./HCSP	\$6,786.98
		<b>\$38,988.76</b>

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL TOWN HALL MEETING

November 20, 2024

The East Bethel City Council met on November 20, 2024, at 6:00 p.m. for a Town Hall meeting at City Hall.

MEMBERS PRESENT: Kevin Lewis Brian Mundle Bob DeRoche  
Tim Miller Jim Smith

ALSO PRESENT: Matt Look, City Administrator  
Rodney Sanow, Fire Chief  
Aaron Berg, Community Development Director  
Nate Ayshford, Public Works Manager  
Mike Jeziorski, Deputy City Administrator/Finance Director  
Carrie Frost, Administrative Coordinator  
Lieutenant Derrick Peterson, Anoka County Sheriff's Office

### 1.0 – Call to Order

The November 20, 2024, Town Hall meeting was called to order by Mayor Lewis at 6:00 p.m.

### Pledge of Allegiance

The Pledge of Allegiance was recited.

### 2.0 – Informal Session in the Senior Center with Council, Guests, and Staff – East Bethel Senior Center

### 3.0 – General Question and Answer Session – City Council Chambers

Peggy Scott stated that the legislative session is beginning January 14, 2025. Ms. Scott stated that with the division in the House of Representatives, they are still determining how the division of power will work.

Suzanne Erkel asked about the increase in tax statements and suggested the City place the resolution steps in the newsletter so residents have more information.

Mary Wells asked Mayor Lewis if he had ideas for property owners who live on lakes that pay the highest property taxes. She stated she is a proponent of organized garbage hauling, and hoped there would be some open-mindedness on the Council to consider this and thought this would be an area for tax savings. She stated that living on a cul-de-sac, the number of trucks that come up and down the roads is ridiculous. She stated that she was shocked about the salary that was paid for the new City Administrator.

Lewis stated that he has a Citywide perspective and the specific ideas he would have included not hiring people who are not needed and not giving them big raises. He stated that they must run the government efficiently, not like a home budget or business.

Brian Bezanson stated that Lewis should do more investigation on Thomas Paine and where he ended up and how everything worked out for him.

DeRoche asked what Look knows about the regional park the County wants to put in at the east end. He stated that the taxes will really go up then likely.

1 Look stated that there was an effort to purchase land over there to expand the park, but the effort  
2 failed and he has not heard anything further on that topic since. He stated that a lot of the funding  
3 for the County parks comes from the Met Council, and they run a 'tight ship' over there in regard to  
4 dollars.

5 Lewis stated that a big driver for the City level has been the Anoka County Sheriff's Department.

6 Look noted that the Council has been advocating for increasing commercial development along  
7 Highway 65. He stated that a new business park area has been passed, where, eventually, there will  
8 be commercial/industrial development going in there.

9 Lewis indicated that there was a study done of the dollars generated in property taxes from  
10 residential vs commercial. He stated the fact of the matter is that residential properties are losers  
11 from a municipal government point of view, as they demand more in services than they provide in  
12 taxes, whereas commercial properties are the opposite.

13 Lewis stated that when he ran for City Council, the tagline on his sign was "Freedom" because he  
14 heard from people that the City was overbearing in terms of zoning enforcement. He stated that their  
15 approach has been that zoning enforcement is driven by the complaint process of the adjacent  
16 property owners because they are most likely to be impacted.

17 Lewis stated that if the people who are adjacent to the property do not have a problem with the  
18 proposal, then why should the City have a problem with it as long as it does not impact public health  
19 and safety.

20 Suzanne Erkel reminded that the Christmas Tree lighting is taking place on December 6, 2024. She  
21 stated there will be Santa, face painting, cookies, hot chocolate, and more.

22 Look stated the Truth in Taxation meeting is scheduled for the December 9, 2024, City Council  
23 meeting.

24 Miller stated that they have a new County Assessor and he is willing to sit down and talk to residents  
25 and he knows his stuff.

26 Mary Wells asked how much election fraud was found at the County level.

27 Lewis stated that the post-election review was already completed. He stated that the fraud would be  
28 found before it got to the machines.

29 Look stated that he had heard that there were a couple of discrepancies but not many.

30 Brian Bezanson stated that he does not think any of them have been election judges before. All the  
31 Council members stated that they never had been. Bezanson stated that it would really open their  
32 eyes up.

#### 33 4.0 – Adjourn

34 **DeRoche stated I'll make a motion to adjourn. Mundle stated I'll second.** To the motion, all in favor  
35 say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

36 Town Hall Meeting adjourned at 6:38 PM.

37 Submitted by:

38 Lilian Rokosz, *TimeSaver Off Site Secretarial, Inc.*

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL MEETING

November 25, 2024

The East Bethel City Council met on November 25, 2024, at 7:00 p.m. for the regular City Council meeting at City Hall.

**MEMBERS PRESENT:** Kevin Lewis Brian Mundle Bob DeRoche  
Tim Miller Jim Smith

**ALSO PRESENT:** Matt Look, City Administrator  
Eric Larson, City Attorney  
Rodney Sanow, Fire Chief

### 1.0 Call to Order

The November 25, 2024, City Council meeting was called to order by Mayor Lewis at 7:00 p.m.

### 2.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

### 3.0 Adopt Agenda

**Mundle stated I'll make a motion to adopt tonight's agenda. Miller stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

### 4.0 Presentations and Public Hearings

#### 4.0 A Anoka County Sheriff's Monthly Report

Lieutenant Derek Peters presented the October 2024, Sheriff's Report, stating the Sheriff's Department had a total of 516 calls for service, 1 burglary, 5 thefts, 5 damage to property calls, 29 custodial arrests, 200 traffic stops, and 42 traffic citations.

**Informational; no action required.**

#### 4.0 B Fire Department Monthly Report

Fire Chief Sanow presented the October 2024 report and noted that they responded to 98 calls, of which 67 were medical, 4 accidents, 4 fires, and 6 alarms.

Sanow updated that the Fire Department and Sheriff's Reserve will be out with Santa on the firetruck on December 14, 2024, starting at 4:30. They will start at the senior's apartment, then to the Village of East Bethel apartments, lastly, the Cedarwood Apartments. A map can be found on the East Bethel Facebook page.

Sanow explained that the Alina bill from the bill list is the cost associated with the training.

Miller asked about the house fire that caused the Fire Department to have to return back to the house multiple times.

**Informational; no action required.**

### 5.0 Public Forum

No one appeared.

- 1 **6.0 Consent Agenda**  
2 ~~Item A: Approve Bill List~~  
3 Item B: Approve Meeting Minutes November 13, 2024, City Council Special Meeting  
4 Item C: Approve Meeting Minutes, November 13, 2024, City Council Work Meeting  
5 Item D: Approve Meeting Minutes, November 13, 2024, City Council Meeting  
6 Mundle requested to pull Item A. **Mundle stated I'll make a motion to approve Consent Agenda as**  
7 **amended. Miller stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye.  
8 **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**
- 9 **6.0 A Approve Bill List**  
10 DeRoche asked for more information on the expense from the Arena operations for small tools and  
11 minor equipment. Look stated that they would go and purchase the tools they need, then it would be  
12 applied to their budget.  
13 DeRoche recommended having some selected times for open skating to ensure the East Bethel  
14 residents have time to skate. Lewis agreed.  
15 DeRoche asked about Arnes Excavating bill. Look stated they contract with that company when  
16 needed because they do not own one.  
17 **DeRoche stated I'll make a motion to approve Item A of the Consent Agenda. Miller stated I'll**  
18 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked  
19 any opposed? That motion passes. **Motion passes unanimously.**
- 20 **7.0 New Business. Commission, Association, and Task Force Reports**  
21 No reports given
- 22 **7.0 A Planning Commission**  
23 None.
- 24 **7.0 B Economic Development Authority**  
25 None.
- 26 **7.0 C Park Commission**  
27 None.
- 28 **8.0 Department Reports**
- 29 **8.0 A Community Development**  
30 None.
- 31 **8.0 B Engineer Report**  
32 None.
- 33 **8.0 C City Attorney**  
34 None.
- 35 **8.0 D Finance**  
36 None.
- 37 **8.0 E Public Works**  
38 None.
- 39 **8.0 F Fire Department**  
40 None.

1 **8.0 G City Administrator Report**

2 None.

3 **9.0 – Other Items**

4 **9.0 A Staff Report**

5 Look updated that the Tree Lighting event at City Hall will take place on December 6, 2024, at 6 p.m.

6 Look indicated that FirstDue is strictly for First Responders and Active911 will be discontinued.

7 Look thanked Representative Peggy Scott for her appearance at the Town Hall meeting and how she  
8 advocates for the East Bethel community.

9 **9.0 B Council Reports**

10 DeRoche wished everyone a good Thanksgiving.

11 **9.0 C Closed Session**

12 **9.0 C.1 City Administrator Performance Review**

13 **DeRoche stated I'll make a motion to go into Closed Session at 7:25 p.m. for the purposes that City**  
14 **Attorney's indicated. Smith stated I'll second.** Lewis asked any discussion? All in favor say aye? **All**  
15 **in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

16 *(Council moved into Closed Session.)*

17 *(Council reconvenes Open Session.)*

18 Larson stated thank you Mr. Mayor. For the benefit of the public and for the record, we note the  
19 Council is back in Open Session after having concluded a Closed Session. The Closed Session was  
20 attended by the entire Council, City Administrator Look, and himself. No formal action was taken.  
21 Larson updated that they conducted a performance evaluation of the City Administrator. Larson  
22 stated that he will present a public summary of the results of the closed meeting session at the next  
23 City Council meeting on December 9, 2024. With that being said, Mr. Mayor, that concludes the  
24 summary report required.

25 **10.0 Adjourn**

26 **DeRoche stated I'll make a motion to adjourn. Miller stated I'll second.** To the motion, all in favor  
27 say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

28 Meeting adjourned at 8:14 p.m.

29 Submitted by:

30 Lilian Rokosz

31 *TimeSaver Off Site Secretarial, Inc.*

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-82**

**RESOLUTION SETTING CITY MEETING DATES FOR 2025**

**WHEREAS**, the City Council meets for regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 7:00 PM; and

**WHEREAS**, the City Council will schedule work meetings as needed; and

**WHEREAS**, the Park Commission meets on the 2<sup>nd</sup> Tuesday of the month at 6:30 PM; and

**WHEREAS**, the Planning Commission meets on the 4<sup>th</sup> Tuesday of the month at 7:00 PM; and

**WHEREAS**, the Economic Development Authority meets on the 3<sup>rd</sup> Monday of the month at 7:00 PM.

**WHEREAS**, the Housing Redevelopment Authority schedules regular meetings, which coincide with the second City Council meeting during the first month of each quarter.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the 2025 Meeting Schedule for the regular City Council, Park Commission, Planning Commission, Housing Redevelopment Authority and Economic Development Authority meetings to be held at City Hall at 2241 221<sup>st</sup> Ave. NE is as follows:

**City Council**

January 13	July 14
January 27	July 28
February 10	August 11
February 24	August 25
March 10	September 8
March 24	September 22
April 14	October 13
April 28	October 27
May 12	November 10
May 28 (4 <sup>th</sup> Wednesday)	November 24
June 9	December 8
June 23	December 22

**Park Commission**

January 14	July 8
February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 12 (2 <sup>nd</sup> Wednesday)
June 10	December 9

**EDA**

January 21 (3 <sup>rd</sup> Tuesday)	July 21
February 18 (3 <sup>rd</sup> Tuesday)	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

**Planning Commission**

January 28	July 22
February 25	August 26
March 25	September 23
April 22	October 28
May 27	November 25
June 24	December 23

**HRA**

*(previously approved at 10/28/2024 HRA meeting)*

January 27	July 28
April 28	October 27

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Kevin Lewis, Mayor

ATTEST:

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Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-83**

**RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER**

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

**WHEREAS** the City of East Bethel authorized the creation of TIF district 1-2 in order to facilitate the construction of East Village Apartment Complex.

**WHEREAS** the City of East Bethel created Fund 436 TIF 1-2 (Tax Increment Finance District 2) in order to track the Tax Increment revenue and expenditures of the district

**WHEREAS** TIF District 1-2 requires administrative staff time in order to maintain the financial system of the district

**WHEREAS** the original TIF plan allotted for administrative expenses over the life of the district.

**WHEREAS** in order for Fund 436 TIF District 1-2 to cover these expenses the City needs to authorize a one-time transfer.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** The City hereby authorizes the Finance Director to make a one time permanent fund transfer of \$1,400 from fund 436 TIF District 1-2 to the 101 General Fund.

Effective Date. This resolution is effective at 12/9/24.

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-84**

**RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER**

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

**WHEREAS** the City of East Bethel authorized the creation of TIF district 1-3 in order to facilitate the construction of a 48-unit single family home development (of which only 35 qualified) known as Viking Preserve.

**WHEREAS** the City of East Bethel created Fund 437 TIF 1-3 (Tax Increment Finance District 3) in order to track the Tax Increment revenue and expenditures of the district

**WHEREAS** TIF District 1-3 requires administrative staff time in order to maintain the financial system of the district

**WHEREAS** the original TIF plan allotted for administrative expenses over the life of the district.

**WHEREAS** in order for Fund 437 TIF District 1-3 to cover these expenses the City needs to authorize a one-time transfer.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** The City hereby authorizes the Finance Director to make a one time permanent fund transfer of \$1,400 from fund 437 TIF District 1-3 to the 101 General Fund.

Effective Date. This resolution is effective at 12/9/24.

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-85**

**RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER**

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

**WHEREAS** the City of East Bethel authorized the creation of TIF district 1-4 in order to facilitate the construction of an 70 unit Senior Living facility in the City.

**WHEREAS** the City of East Bethel created Fund 438 TIF 1-4 (Tax Increment Finance District 4) in order to track the Tax Increment revenue and expenditures of the district

**WHEREAS** TIF District 1-4 requires administrative staff time in order to maintain the financial system of the district

**WHEREAS** the original TIF plan allotted for administrative expenses over the life of the district.

**WHEREAS** in order for Fund 438 TIF District 1-4 to cover these expenses the City needs to authorize a one-time transfer.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** The City hereby authorizes the Finance Director to make a one-time permanent fund transfer of \$1,400 from fund 438 TIF District 1-4 to the 101 General Fund.

Effective Date. This resolution is effective at 12/9/24.

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-86**

**RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER**

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

**WHEREAS** the City of East Bethel authorized the creation of TIF district 1-5 in order to facilitate the expansion of the Aggressive Hydraulics facility in the City.

**WHEREAS** the City of East Bethel created Fund 439 TIF 1-5 (Tax Increment Finance District 5) in order to track the Tax Increment revenue and expenditures of the district

**WHEREAS** TIF District 1-5 requires administrative staff time in order to maintain the financial system of the district

**WHEREAS** the original TIF plan allotted for administrative expenses over the life of the district.

**WHEREAS** in order for Fund 439 TIF District 1-5 to cover these expenses the City needs to authorize a one-time transfer.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** The City hereby authorizes the Finance Director to make a one-time permanent fund transfer of \$1,400 from fund 439 TIF District 1-5 to the 101 General Fund.

Effective Date. This resolution is effective at 12/9/24.

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-87**

**RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER**

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

**WHEREAS** the City of East Bethel authorized the creation of the Arena fund to isolate revenues and expenditures pertaining to maintaining the City Ice Arena

**WHEREAS** the Arena Fund requires public works and administrative staff time to maintain the ice arena operations

**WHEREAS** for Fund 615 to cover these expenses the City needs to authorize a one-time transfer.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** The City hereby authorizes the Finance Director to make a one-time permanent fund transfer of \$38,800 from fund 615 Arena Fund to the 101 General Fund.

Effective Date. This resolution is effective at 12/9/24.

Adopted this 9<sup>th</sup> day of December 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-88**

**APPROVING COMPENSATION FOR COMMISSION MEMBERS**

**WHEREAS**, the City has citizen members of the Economic Development Authority, Planning Commission, Airport Commission, Park Commission, Sunrise River Watershed Management Organization and Upper Rum River Watershed Management Organization; and

**WHEREAS**, the City of East Bethel provides annual stipends to citizen Commission members for attending monthly meetings; and

**WHEREAS**, citizen commission members are paid incrementally based on the number of meetings attended; and

**WHEREAS**, the stipends have been deemed appropriate as a means to recognize the significant amount of time required to serve as a member of an appointed body.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of East Bethel that all citizen commission members shall be compensated equally as follows:

The Economic Development Authority stipend shall be \$40 per meeting; and

The Parks Commission stipend shall be \$40 per meeting; and

The Planning Commission stipend shall be \$40 per meeting; and

The stipend for the East Bethel citizen representatives for the Anoka County-Blaine Airport Advisory Commission (ACBAAC), Sunrise River Watershed Management Organization (SRWMO) and Upper Rum River Watershed Management Organization (URRWMO) shall be \$40 per meeting.

Effective Date. This resolution is effective for meetings starting 1/1/2025 and after.

Adopted this 9<sup>th</sup> day of December 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**APPLICATIONS COMPLETED FOR TOBACCO LICENSE - 2025**

<b>Company</b>	<b>Address</b>	<b>App. Rec'd/ OK</b>	<b>Pymt Rec'd</b>	<b>License #</b>
Dino Mart #1	23705 Hwy 65 NE	X	X	T2025-06
Dollar General #22023	1300 209th Ave NE	X	X	T2025-09
Dollar General #21783	4849 Viking Blvd. NE	X	X	T2025-08
Speedway #105 (E&K Convenience)	4852 Viking Blvd. NE	X	X	T2025-04
Go For It (Harry's LLC) Liquor Store	3255 Viking Blvd NE	X	X	T2025-01
Hidden Haven Country Club	20520 Polk St. NE	X	X	T2025-02
Holiday #2653861	1341 187th Lane NE	X	X	T2025-03
Kwik Trip #1171	18755 Sandhill Parkway NE	X	X	T2025-12
Route 65 Discount Liquor	18453 Highway 65 NE	X		T2025-10
Route 65 Pub & Grub	18407 Highway 65 NE	X		T2025-11
Snak Atak #4	23733 Hwy. 65 NE	X	X	T2025-05
The Smoke Saloon	18429 Highway 65 NE	X	X	T2025-07
Wayne's Liquor	21340 Aberdeen Street NE			
White Pines General Store Inc.	515 Lincoln Drive NE	X	X	T2025-13



# Card Access System Proposal

PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

Proposal Number **WHSQ28603**

Date **Oct 28, 2024**

Billing Address	Site Address	Your Sales Rep
<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US mike.jeziorski@ci.east-bethel.mn.us	<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US mike.jeziorski@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

Equipment and Services Provided Under This Proposal	Location	
Alarm.com Access 2 Door Control w/ pwr supply		\$1,705.00
Alarm.com Two Reader Expansion Module		\$660.00
Installation Commercial Equip/Parts		\$100.00
Security Commercial Installation		\$1,200.00
Alarm.com Access Add On Doors		\$5.50
Alarm.com Access Add On Doors		\$5.50
Alarm.com Access Add On Doors		\$5.50
Alarm.com Access Add On Doors		\$5.50
	<b>System Total</b>	<b>\$3,665.00</b>
	<b>Recurring Monthly Total</b>	<b>\$22.00</b>
	<b>Deposit Amount</b>	<b>\$1,832.50</b>

### City Hall Update Access Control

Access Control Update to Alarm.com  
4 Doors on Access Control

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

Each party may rely upon the other party's assent to the foregoing Electronic Media practice when such party has signed this Agreement or demonstrated its intent to be bound, whether by electronic signature or otherwise. Such action will signify Subscriber's consent to complete this Agreement electronically and to conduct business by electronic means and through Electronic Media.

WHS offers Subscriber the ability to complete and sign this Agreement using an electronic process and signing by an electronic signature in lieu of a paper-based signature. Subscriber agrees not to electronically sign this Agreement without first reading it and ensuring it has been accurately completed by the Subscriber, thus demonstrating that Subscriber is able to access the electronic Agreement and process used by WHS. If so elected, Subscriber is signing and delivering this Agreement through an electronic signature, rather than using printed paper documents, and is intending to legally bind the Subscriber to this Agreement. Subscriber agrees the electronic signature is legally binding and is the legal equivalent of a manual or "wet ink" signature on a printed copy of this Agreement. Such electronic signature means Subscriber agrees and consents to be legally bound by this Agreement's terms and conditions and constitutes an acceptance and agreement as if actually completed in writing. Subscriber agrees that no third-party certification, authority or other verification is necessary to validate the electronic signature or actions taken by Subscriber and that the lack of such certification or verification will not in any way affect the enforceability of the same. Subscriber agrees that to the extent any law requires a signature, the electronic signature satisfies the law.

Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.**



PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
 Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

## Alarm System Proposal

**Proposal Number** WHSQ28769

**Date** Nov 22, 2024

Billing Address	Site Address	Your Sales Rep
<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US  nate.ayshford@ci.east-bethel.mn.us	<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US  nate.ayshford@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

### Equipment and Services Provided Under This Proposal

Description	Location	
20P Honeywell Panel		\$325.00
12 Volt 5 Ah Battery		\$0.00
Wave 2 Siren w/Driver		\$0.00
Honeywell 6160Rf Lcd Keypad		\$0.00
Alarm.com for Vista 15/20P LTE (Verizon)		\$180.00
Honeywell Zone Expander		\$91.00
Security Commercial Installation		\$1,000.00
Alarm.com Commercial Basic Interactive		\$6.95
Alarm.com Cell Communication		\$10.00
	<b>System Total</b>	<b>\$1,596.00</b>
	<b>Recurring Monthly Total</b>	<b>\$16.95</b>
	<b>Deposit Amount</b>	<b>\$798.00</b>

### Security City Hall Upgrade Alarm Panel to Alarm.com

Program with Access Control

Add New Option for alarm.com phone app for changing codes.  
 1 year event log  
 Offsite access for alarm control.

Basic Monitoring \$23.95/month  
 Cellular Service \$10/month  
 Smartphone Interactive with alarm.com \$10.95/month

New 3 year contract

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

Each party may rely upon the other party's assent to the foregoing Electronic Media practice when such party has signed this Agreement or demonstrated its intent to be bound, whether by electronic signature or otherwise. Such action will signify Subscriber's consent to complete this Agreement electronically and to conduct business by electronic means and through Electronic Media.

WHS offers Subscriber the ability to complete and sign this Agreement using an electronic process and signing by an electronic signature in lieu of a paper-based signature. Subscriber agrees not to electronically sign this Agreement without first reading it and ensuring it has been accurately completed by the Subscriber, thus demonstrating that Subscriber is able to access the electronic Agreement and process used by WHS. If so elected, Subscriber is signing and delivering this Agreement through an electronic signature, rather than using printed paper documents, and is intending to legally bind the Subscriber to this Agreement. Subscriber agrees the electronic signature is legally binding and is the legal equivalent of a manual or "wet ink" signature on a printed copy of this Agreement. Such electronic signature means Subscriber agrees and consents to be legally bound by this Agreement's terms and conditions and constitutes an acceptance and agreement as if actually completed in writing. Subscriber agrees that no third-party certification, authority or other verification is necessary to validate the electronic signature or actions taken by Subscriber and that the lack of such certification, authority or other verification will not in any way affect the enforceability of the same. Subscriber agrees that to the extent any law requires a signature, the electronic signature satisfies the law.

Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.**



# Camera System Proposal

PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

**Proposal Number** WHSQ28590

**Date** Oct 27, 2024

Billing Address	Site Address	Your Sales Rep
<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>City of East Bethel,</b> 2761 Viking Blvd NE Cedar, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

## Equipment Provided Under This Proposal

Description	Location	
8 Channel Recorder - 4TB		\$700.00
5MP TURRET IP FULL COLOR		\$280.00
5MP TURRET IP FULL COLOR		\$280.00
5MP TURRET IP FULL COLOR		\$280.00
5MP TURRET IP FULL COLOR		\$280.00
Installation Commercial Equip/Parts		\$200.00
Security Commercial Installation		\$2,000.00
Avycon WiFi Network Bridge	Point to Point Module on Fire Dept 1	\$205.00
Avycon WiFi Network Bridge	Point to Point Module on Recycling Center	\$205.00
Avycon Mount Bracket for WiFi Network Bridge		\$25.00
Avycon Mount Bracket for WiFi Network Bridge		\$25.00
Intellinet 8 Port Poe+ Gigabit Switch		\$375.00
Security Cameras Recycling Center		<b>Total Cost \$4,855.00</b>
Point to point Module off Fire Dept 1		

**Deposit Amount \$2,427.50**

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

Each party may rely upon the other party's assent to the foregoing Electronic Media practice when such party has signed this Agreement or demonstrated its intent to be bound, whether by electronic signature or otherwise. Such action will signify Subscriber's consent to complete this Agreement electronically and to conduct business by electronic means and through Electronic Media.

WHS offers Subscriber the ability to complete and sign this Agreement using an electronic process and signing by an electronic signature in lieu of a paper-based signature. Subscriber agrees not to electronically sign this Agreement without first reading it and ensuring it has been accurately completed by the Subscriber, thus demonstrating that Subscriber is able to access the electronic Agreement and process used by WHS. If so elected, Subscriber is signing and delivering this Agreement through an electronic signature, rather than using printed paper documents, and is intending to legally bind the Subscriber to this Agreement. Subscriber agrees the electronic signature is legally binding and is the legal equivalent of a manual or "wet ink" signature on a printed copy of this Agreement. Such electronic signature means Subscriber agrees and consents to be legally bound by this Agreement's terms and conditions and constitutes an acceptance and agreement as if actually completed in writing. Subscriber agrees that no third-party certification, authority or other verification is necessary to validate the electronic signature or actions taken by Subscriber and that the lack of such certification or verification will not in any way affect the enforceability of the same. Subscriber agrees that to the extent any law requires a signature, the electronic signature satisfies the law.

**Accepted** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.**



# Camera System Proposal

PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

Proposal Number **WHSQ28591**

Date **Oct 27, 2024**

Billing Address	Site Address	Your Sales Rep
<b>East Bethel Ice Arena,</b> 2241 221st Ave Ne East Bethel, MN 55011 US  nate.ayshford@ci.east-bethel.mn.us	<b>East Bethel Ice Arena,</b> 20675 MN-65 East Bethel, MN 55011 US  nate.ayshford@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

## Equipment Provided Under This Proposal

Description	Location	
8 Channel Recorder - 4TB		\$700.00
5MP TURRET IP FULL COLOR		\$280.00
5MP TURRET IP FULL COLOR		\$280.00
5MP TURRET IP FULL COLOR		\$280.00
5MP TURRET IP FULL COLOR		\$280.00
5MP TURRET IP FULL COLOR		\$280.00
Installation Commercial Equip/Parts		\$200.00
Security Commercial Installation		\$2,000.00
		\$0.00
<b>Ice Arena Cameras</b>		<b>Total Cost</b>
		<b>\$4,300.00</b>

- Camera Back
- Camera Ice Rick outdoor
- Camera Parking Lot South
- Camera Front Entrance
- Camera North Parking Lot

**Deposit Amount \$2,150.00**

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

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WHS offers Subscriber the ability to complete and sign this Agreement using an electronic process and signing by an electronic signature in lieu of a paper-based signature. Subscriber agrees not to electronically sign this Agreement without first reading it and ensuring it has been accurately completed by the Subscriber, thus demonstrating that Subscriber is able to access the electronic Agreement and process used by WHS. If so elected, Subscriber is signing and delivering this Agreement through an electronic signature, rather than using printed paper documents, and is intending to legally bind the Subscriber to this Agreement. Subscriber agrees the electronic signature is legally binding and is the legal equivalent of a manual or "wet ink" signature on a printed copy of this Agreement. Such electronic signature means Subscriber agrees and consents to be legally bound by this Agreement's terms and conditions and constitutes an acceptance and agreement as if actually completed in writing. Subscriber agrees that no third-party certification, authority or other verification is necessary to validate the electronic signature or actions taken by Subscriber and that the lack of such certification or verification will not in any way affect the enforceability of the same. Subscriber agrees that to the extent any law requires a signature, the electronic signature satisfies the law.

Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.**



# Card Access System Proposal

PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

Proposal Number **WHSQ28593**

Date **Oct 27, 2024**

Billing Address	Site Address	Your Sales Rep
<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>City of East Bethel,</b> 24225 Pierce Path NE East Bethel, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

Equipment and Services Provided Under This Proposal	Location	
Installation Commercial Equip/Parts	Mic. Items	\$100.00
Security Commercial Installation		\$800.00
		\$0.00
Alarm.com Access 1 Door Control		\$1,005.00
PDK Rugged Mullion Reader/ Touchscrm Keypad		\$475.00
		\$0.00
Alarm.com Access Add On Doors		\$5.50
		\$0.00
	<b>System Total</b>	<b>\$2,380.00</b>
	<b>Recurring Monthly Total</b>	<b>\$5.50</b>
	<b>Deposit Amount</b>	<b>\$1,190.00</b>

Whispering Aspen

Security Access Update to Alarm.com

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Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.**



# Card Access System Proposal

PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

**Proposal Number** WHSQ28767

**Date** Nov 22, 2024

Billing Address	Site Address	Your Sales Rep
<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>City of East Bethel,</b> 342 Forest Road NE Cedar, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

Equipment and Services Provided Under This Proposal	Location	
Alarm.com Access 2 Door Control w/ pwr supply	New Access Update Door 1,2	\$1,705.00
Installation Commercial Equip/Parts	Conduit, Wire	\$120.00
Security Commercial Installation	Labor	\$600.00
Alarm.com Access Add On Doors		\$5.50
PKD Rugged Mullion Readerw/ Touchscrn Keypad	Reader with Keypad	\$475.00
Prox Cards Standard 26bit	Access Cards	\$125.00
		\$0.00
	<b>System Total</b>	<b>\$3,025.00</b>
	<b>Recurring Monthly Total</b>	<b>\$5.50</b>
	<b>Deposit Amount</b>	<b>\$1,512.50</b>

### Security ACCESS FIRE HALL 3

Locksmith Quote and Locksmith will work directly thru City.  
(Locksmith quote provided to City from Russell's Lock)

Access per door \$5.50/month

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or Information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

Each party may rely upon the other party's assent to the foregoing Electronic Media practice when such party has signed this Agreement or demonstrated its intent to be bound, whether by electronic signature or otherwise. Such action will signify Subscriber's consent to complete this Agreement electronically and to conduct business by electronic means and through Electronic Media.

WHS offers Subscriber the ability to complete and sign this Agreement using an electronic process and signing by an electronic signature in lieu of a paper-based signature. Subscriber agrees not to electronically sign this Agreement without first reading it and ensuring it has been accurately completed by the Subscriber, thus demonstrating that Subscriber is able to access the electronic Agreement and process used by WHS. If so elected, Subscriber is signing and delivering this Agreement through an electronic signature, rather than using printed paper documents, and is intending to legally bind the Subscriber to this Agreement. Subscriber agrees the electronic signature is legally binding and is the legal equivalent of a manual or "wet ink" signature on a printed copy of this Agreement. Such electronic signature means Subscriber agrees and consents to be legally bound by this Agreement's terms and conditions and constitutes an acceptance and agreement as if actually completed in writing. Subscriber agrees that no third-party certification, authority or other verification is necessary to validate the electronic signature or actions taken by Subscriber and that the lack of such certification or verification will not in any way affect the enforceability of the same. Subscriber agrees that to the extent any law requires a signature, the electronic signature satisfies the law.

Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.**

Billing Address	Site Address	Your Sales Rep
<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>City of East Bethel,</b> 2375 221st Ave NE East Bethel, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

Equipment and Services Provided Under This Proposal	Location	
Alarm.com Access 2 Door Control w/ pwr supply	2 Door with Power Supply	\$1,705.00
Alarm.com Two Reader Expansion Module	2 Door Expansion Module	\$660.00
HID Mullion Reader, Black	Reader Door 1 Bathroom	\$295.00
HID Mullion Reader, Black	Reader Door 2 Break Room	\$295.00
PDK Rugged Mullion Readerw/ Touchscrn Keypad	Reader with Keypad North Entrance	\$475.00
PDK Rugged Mullion Readerw/ Touchscrn Keypad	Reader with Keypad Public Works	\$475.00
Installation Commercial Equip/Parts	Wire	\$350.00
Security Commercial Installation	Labor for 4 doors	\$2,200.00
Prox Cards Standard 26bit	Card Qty 50	\$250.00
Alarm.com Access Add On Doors	Door 1	\$5.50
Alarm.com Access Add On Doors	Door 2	\$5.50
Alarm.com Access Add On Doors	Door 3	\$5.50
Alarm.com Access Add On Doors	Door 4	\$5.50
<b>System Total</b>		<b>\$6,705.00</b>
<b>Recurring Monthly Total</b>		<b>\$22.00</b>
<b>Deposit Amount</b>		<b>\$3,352.50</b>

Security Access Control FIRE HALL 2

Locksmith Quote and Locksmith will work directly thru City.  
 (Locksmith quote provided to City from Russell's Lock)

Access per door \$5.50/month

4 Doors for Access Control  
 North Door  
 Bathroom Door From Public Works  
 Door to Break Room  
 Public Works

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

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Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.**



# Card Access System Proposal

PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

Proposal Number WHSQ28641

Date Oct 27, 2024

Billing Address	Site Address	Your Sales Rep
<b>City of East Bethel,</b> 2241 221st Ave NE Cedar, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>City of East Bethel,</b> 2751 Viking Blvd NE East Bethel, MN 55011 US nate.ayshford@ci.east-bethel.mn.us	<b>Andrew Hirsch</b> Product & Service Representative 763-477-3138 adhirsch@whe.org

Equipment and Services Provided Under This Proposal	Location	
Alarm.com Access 2 Door Control w/ pwr supply	New Access Update Door 1,2	\$1,705.00
Alarm.com Two Reader Expansion Module	2 Door expansion board Door 3,4	\$660.00
Alarm.com Two Reader Expansion Module	2 Door expansion board Door 5,6	\$660.00
Installation Commercial Equip/Parts	Conduit, Wire	\$350.00
Security Commercial Installation	Labor	\$2,500.00
Alarm.com Access Add On Doors		\$5.50
Alarm.com Access Add On Doors		\$5.50
Alarm.com Access Add On Doors		\$5.50
Alarm.com Access Add On Doors		\$5.50
Alarm.com Access Add On Doors		\$5.50
		\$0.00
HID Mullion Reader, Black	Reader	\$295.00
HID Mullion Reader, Black	Reader	\$295.00
PDK Rugged Mullion Readerw/ Touchscrn Keypad	Reader with Keypad	\$475.00
PDK Rugged Mullion Readerw/ Touchscrn Keypad	Reader with Keypad	\$475.00
PDK Rugged Mullion Readerw/ Touchscrn Keypad	Reader with Keypad	\$475.00
Prox Cards Standard 26bit	Access Cards	\$125.00
	<b>System Total</b>	<b>\$8,015.00</b>
	<b>Recurring Monthly Total</b>	<b>\$27.50</b>
	<b>Deposit Amount</b>	<b>\$4,007.50</b>

### Security ACCESS FIRE HALL 1

Locksmith Quote and Locksmith will work directly thru City.  
(Locksmith quote provided to City from Russell's Lock)

Access per door \$5.50/month

5 Doors Added to Access Control

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

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Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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# Camera System Proposal

PO Box 330, 6800 Electric Dr, Rockford, MN 55373  
Phone: 763-477-3664 Fax: 763-477-3054 [www.wh-security.com](http://www.wh-security.com)

Proposal Number WHSQ28589

Date Oct 27, 2024

### Billing Address

City of East Bethel,  
2241 221st Ave NE  
Cedar, MN 55011  
US

nate.ayshford@ci.east-bethel.mn.us

### Site Address

City of East Bethel,  
2751 Viking Blvd NE  
East Bethel, MN 55011  
US

nate.ayshford@ci.east-bethel.mn.us

### Your Sales Rep

Andrew Hirsch  
Product & Service Representative  
763-477-3138  
adhirsch@whe.org

### Equipment Provided Under This Proposal

Description	Location	
8 Channel Recorder - 4TB	OPTION for 8 Channel Recorder	\$700.00
16 Channel Recorder - 4TB	OPTION for 16 Channel Recorder	\$995.00
5MP TURRET IP FULL COLOR	Camera 1	\$280.00
5MP TURRET IP FULL COLOR	Camera 2	\$280.00
5MP TURRET IP FULL COLOR	Camera 3	\$280.00
5MP TURRET IP FULL COLOR	Camera 4	\$280.00
Installation Commercial Equip/Parts	Wire	\$200.00
Security Commercial Installation	Labor	\$2,400.00
<b>**ADDON Cameras 11-22-24**</b>		
5MP TURRET IP FULL COLOR	Camera 5	\$280.00
5MP TURRET IP FULL COLOR	Camera 6	\$280.00
Security Cameras Fire Hall 1		
	<b>Total Cost</b>	<b>\$5,975.00</b>

OPTION for 8 or 16 Channel recorder

**Deposit Amount \$2,987.50**

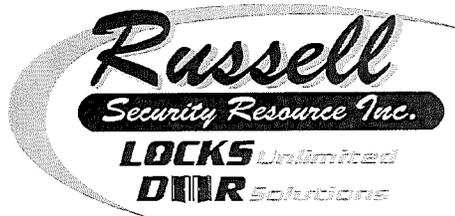
WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

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Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.



**Russell Security Resource Inc**

205 5th St NE #6  
Buffalo, MN 55313

PH: 763-682-1253

# Estimate

Date	Estimate #
11/26/2024	8104

Name / Address
WH Security PO Box 330 Rockford, MN 55373

P.O. No.	Terms	Rep
	Due on receipt	GSD

Qty	Description
	Job: City of East Bethel, MN. Fire Station 1 Install Electronic Release Devices on Five Doors.
5	Grade One Heavy-Duty Electric Strike
1	Labor, Installation, Light Repairs, Adjustments & Test Operations
	Note: *Sales Tax Not included where applicable *Existing locking hardware remains as is.

Russell Security Resource, Inc. guaranties all materials to be of good quality and to be installed in a professional manner. Russell Security Resource, Inc. prides itself on following a high code of ethics and will not compromise this high standard. All warranties will follow the manufacturers warranty unless otherwise stated. All prices are guaranteed for 30 days, no additional charges will be added without prior approval.

<b>Subtotal</b>	\$3,297.50
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$3,297.50



Russell Security Resource Inc

205 5th St NE #6  
Buffalo, MN 55313

PH: 763-682-1253

# Estimate

Date	Estimate #
11/25/2024	8102

Name / Address
WH Security PO Box 330 Rockford, MN 55373

P.O. No.	Rep	Project
	GSD	

Qty	Description	Cost	Total
	Job: City of East Bethel, MN Fire Station 2. Install Electronic Release Devices on 4 Doors.		
2	Electronic Locking Device (Interior Doors)	690.00	1,380.00T
2	Energy Power Transfer (Interior Doors)	165.00	330.00T
2	Mortise Type Lock Cylinder (Interior Doors)	45.00	90.00T
2	Heavy-Duty Electric Strike (Exterior Doors)	285.00	570.00T
	Labor, Installation of New Electronic Door Release Hardware & Devices	1,200.00	1,200.00T
	Note: *Standard lock cylinder provided for interior doors unless otherwise specified. * Exterior locking hardware to remain as is.		

Russell Security Resource, Inc. guarantees all materials to be of good quality and to be installed in a professional manner. Russell Security Resource, Inc. prides itself on following a high code of ethics and will not compromise this high standard. All warranties will follow the manufacturers warranty unless otherwise stated. All prices are guaranteed for 30 days, no additional charges will be added without prior approval.

<b>Subtotal</b>	\$3,570.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$3,570.00



**Russell Security Resource Inc**

205 5th St NE #6  
Buffalo, MN 55313

PH: 763-682-1253

# Estimate

Date	Estimate #
11/26/2024	8105

Name / Address
WH Security PO Box 330 Rockford, MN 55373

P.O. No.	Terms	Rep
	Due on receipt	GSD

Qty	Description
	Job: City of East Bethel, MN. Fire Station 3 Install Electronic Release Devices on one Door.
1	Grade One Heavy-Duty Electric Strike
1	Labor, Installation, Light Repairs, Adjustments & Test Operations
	Note: *Sales Tax Not included where applicable *Existing locking hardware remains as is.

Russell Security Resource, Inc. guaranties all materials to be of good quality and to be installed in a professional manner. Russell Security Resource, Inc. prides itself on following a high code of ethics and will not compromise this high standard. All warranties will follow the manufacturers warranty unless otherwise stated. All prices are guaranteed for 30 days, no additional charges will be added without prior approval.

<b>Subtotal</b>	\$827.50
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$827.50

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-76**

**INCREASING THE CITY OF EAST BETHEL FIREFIGHTERS  
ANNUAL BENEFIT LEVEL**

**WHEREAS,** The City joined the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA) in 2023; and

**WHEREAS,** The City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner; and

**WHEREAS,** The existing service pension level for the City Fire Department is currently at the \$7,500 pension level per year of service pursuant to current relief association bylaws.

**WHEREAS,** The City would like to increase the annual pension level per year of service to \$8,000 starting January 1, 2025.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:**

- 1) The City hereby approves coverage in the Statewide Volunteer Firefighter Plan administered by PERA at a \$8,000 pension level per year of service, effective January 1, 2025; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Adopted this 9<sup>th</sup> day of December 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Kevin Lewis, Mayor

ATTEST:

---

Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-89**

**RESOLUTION DESIGNATING SURPLUS PROPERTY**

**WHEREAS**, the City of East Bethel owns and operates a fleet of trucks and equipment for the purposes of maintaining its city streets and parks; and

**WHEREAS**, the City of East Bethel has adopted a plan for the replacement of trucks and equipment; and

**WHEREAS**, the 2010 Elgin Pelican street sweeper has come to the end of its useful service life as a reliable and dependable piece of equipment; and

**WHEREAS**, the City Council of East Bethel has approved the purchase of replacement equipment pursuant to the Equipment Replacement Schedule; and

**WHEREAS**, the City of East Bethel will offer the 2010 Elgin Pelican street sweeper up for public auction.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the 2010 Elgin Pelican street sweeper is hereby declared as surplus property and direction to dispose of the property is hereby authorized.

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

---

Kevin Lewis, Mayor

ATTEST:

---

Matt Look, City Administrator

**SWIFT Event No. 2000015158  
EXHIBIT D: PRICE SCHEDULE- SECTION 3  
STREET SWEEPER : 3-WHEEL SWEEPER OPTIONS**

**Note: Responder may provide a response to the lines highlighted in yellow below. If needed, upload supplemental sales literature as a separate attachment and submit with your response.**

VENDOR NAME: **MacQueen Equipment**  
 CONTACT PERSON: **Tyler Gage**  
 EMAIL ADDRESS: **tyler.gage@macqueengroup.com**  
 PHONE: **651-645-5726**  
 MAKE AND MODEL OFFERED: **Elgin Pelican NP**

TOTAL BASE UNIT PRICE (See Section 3.1.28): Qty 1 Price **277,814.00** Subtotal \$277,814.00

Section	Description	Qty	Price	Subtotal
<b>3.2</b>	<b>ENGINE, ELECTRIC MOTOR, AND/OR POWERTRAIN OPTIONS:</b> Use this section to list engine, electric motor,			
3.2.1	Battery Disconnect (Standard)	1	\$ -	\$ -
3.2.2	Hydraulic Level and Temp Shutdown (Standard)	1	\$ -	\$ -
3.2.3	JD4045-ALT-99		\$ 25,000.00	\$ -
<b>3.3</b>	<b>options.</b>			
3.3.1	Spare Drive Wheel Only		\$ 920.00	\$ -
3.3.2	Spare Guide Wheel Only		\$ 815.00	\$ -
<b>3.4</b>	<b>offered lights and cab exterior options.</b>			
3.4.1	LED Strobe w/Wiring and Guard (Single LED Standard)	1	\$ -	\$ -
3.4.2	LED Strobe w/Wiring and Guard (Dual)		\$ 1,025.00	\$ -
3.4.3	Front Light Mounting Rail (Rail Only)	0	\$ 855.00	\$ -
3.4.4	Required)	0	\$ 1,580.00	\$ -
3.4.5	LED Stop/Tail Turn Clearance (Standard)	1	\$ -	\$ -
3.4.6	LED Lights In Battery Cover	1	\$ 1,590.00	\$ 1,590.00
3.4.7	Limb Guard Each	1	\$ 1,660.00	\$ 1,660.00
3.4.8	LED Arrowstick	0	\$ 2,085.00	\$ -
3.4.9	Two Rear Floods & Backup Light (Standard)	1	\$ -	\$ -
<b>3.5</b>	<b>hopper accessory options.</b>			
3.5.1	Hopper Spray in Liner		\$ 5,340.00	\$ -
<b>3.6</b>	<b>system options.</b>			
3.6.1	Lower Roller Wash Out / (Standard)	1	\$ -	\$ -
3.6.2	Water Fill Quick Disconnect		\$ 700.00	\$ -
<b>3.7</b>	<b>CAB ACCESSORIES/OPTIONS:</b> Use this section to list operator station accessories/options.			
3.7.1	AM/FM Radio CD Player w/Map Lights (Standard)	1	\$ -	\$ -
3.7.2	High Back Air Ride Seat (Each)	1	\$ 1,270.00	\$ 1,270.00
3.7.3	Heated Motorized Mirrors	0	\$ 1,615.00	\$ -
3.7.4	Rear View Camera System (Standard)	1	\$ -	\$ -
3.7.5	Left Side Camera In Addition to Rear View Camera		\$ 745.00	\$ -
3.7.6	Broom Tilt with Position Indicator (Per Side)	1	\$ 2,420.00	\$ 2,420.00
3.7.7	Main Broom Hour Meter	0	\$ 551.00	\$ -
<b>3.8</b>	<b>SWEEPER OPTIONS:</b> Use this section to list broom/sweeping options.			
3.8.1	Dual Gutter Broom	1	\$ 14,769.00	\$ 14,769.00
3.8.2	Broom Upgrade Strip or Double Wrap	1	\$ 1,407.00	\$ 1,407.00
<b>3.9</b>	<b>SECTION OMITTED.</b>			
<b>3.10</b>	<b>do not categorize into one of the sections above.</b>			
3.10.1	Auto Lube Single Includes Greaseable Dirt Shoes		\$ 8,985.00	\$ -
3.10.2	Auto Lube Dual includes Greaseable Dirt Shoes	0	\$ 9,500.00	\$ -
3.10.3	Carbide Dirt Shoes		\$ 1,687.00	\$ -
<b>3.11</b>	<b>DELIVERY CHARGES:</b> See Exhibit D, Section 2. No Flat Rate Allow			
3.11.1	Delivery Starting Point - City, State, Zip		Saint Paul, MN 55106	
3.11.2	Price per Loaded Mile:		\$ 5.50	
3.11.3	Minimum Delivery Charge (If applicable)		\$ 187.00	
<b>3.12</b>	<b>option to purchase, list the hourly/weekly/monthly rental rate. Indicate the percent of rental fee paid by the purchaser that will be applied to the purchase price.</b>			
3.12.1	Hourly Rental Rate:		NA	
3.12.2	Weekly Rental Rate:		\$ 4,850.00	
3.12.3	Monthly Rental Rate:		\$ 14,500.00	
3.12.4	Percent (%) of Rental Fee applied to purchase price:		0.0%	
3.12.5	If new rental equipment is purchased and finance charges are applicable for the actual rental term only, state the actual interest rate here:		%	
<b>3.13</b>	<b>VENDOR OWNED RENTAL RETURN OR DEMO EQUIPMENT PROGRAM</b>			
3.13.1	DEDUCT cost per Used Hour from the original Contract Price:		\$ 35.00	
<b>3.14</b>	<b>DISCOUNT OFF LIST PRICE FOR RELATED PARTS AND ACCESSORIES:</b> Note: The Discount to be Applied to Price List* must be a numeric percentage, which may include 0%. Not listing a numeric percentage may result in			
3.14.1	Discount %		3%	
3.14.2	Price List/Catalog ID Number and Date		2024	



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
 TOWMASTERTRUCK.COM

Reference No.  
 QT 92191

**\*\* QUOTATION \*\***

<b>Ship To:</b>	<b>Cust:</b> 3227	<b>Phone:</b>	<b>Bill To:</b>	<b>Phone:</b>
EAST BETHEL, CITY OF			EAST BETHEL, CITY OF	
2241 - 221ST AVE NE			2241 - 221ST AVE NE	
EAST BETHEL	MN 55011	USA	EAST BETHEL	MN 55011

ATTN: TIM MEYENBURG 763-439-6632

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/03/24	12/03/24	0/00/00

Serial No.	Qty	Part No.	Description	Price Ea.	Net Amt.
	1	9900970	Tire Chains ON-SPOT for 1 Axle Installed on USED TRUCK	\$5,000.00	\$5,000.00

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

**Price:** \$5,000.00

**Total Discounts:**

**Net Cost:** \$5,000.00

**Freight**

**Total:** \$5,000.00



**FACTORYMOTORPARTS™**

Equipment quote for City of East Bethel

November 21st, 2024

Coats 1500-3D DIRECT DRIVE WHEEL BALANCER  
\$8,428.26

- \$500.00 SEMA rebate if invoiced before December 15th

Quote good until December 31<sup>st</sup>, 2024

**Ashley Keenan**  
**Sales Representative**  
**Factory Motor Parts**  
**3731 Thurston Ave**  
**Anoka, MN. 55303**  
[a.keenan@fmppo.com](mailto:a.keenan@fmppo.com)

**763-568-3727**

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** Dec. 9<sup>th</sup>, 2024

**Agenda Item Number:** 7.0 A.1

**Agenda Item:** Variance – Reduction of Front Yard Setback for Septic System placement and setback reduction from the Ordinary High Water Level (OHWL) for the construction of an appurtenance (attached patio cement slab), at the property located at 3564 Edmar LN NE.

**Background Information:** On October 3, 2024, the city received an application from Sharper Homes, Inc. to reduce the standard setback from 10 feet to 8 feet, in the front yard for installation of a septic drainfield and a setback reduction from the Ordinary High Water Level (OHWL), of 75 feet to 61.5 feet, for the construction of an attached patio cement slab, at the property located at 3564 Edmar LN NE, Wyoming, MN 55092.

This .64-acre lot is in the Coon Lake Zoning District and covered by a Shoreland Overlay Zone. Not only does this lot have shoreland but it also includes a section of wetlands. In addition, the land immediately adjacent to the east is city owned and it contains lowland with an open drainage ditch that runs parallel to the lot line. These features create a list of setbacks that must be met.

Sharper Homes, Inc. is proposing a slab on grade home with placement that takes all setbacks into consideration however to place a SSTS (Septic System) and well on the property an encroach into a property line setback is necessary. A setback reduction from the required 10 feet to 8 feet will be required for the installation of a drainfield on this property. Setbacks for drainfields are established in City Code Chapter 74 - Utilities, Section 74-44 – Setback requirements, which identifies Minnesota State Statute, Chapter 7080.2150. Under MN Rules Chapter 7080.2150 Subpart F, it is noted that infringement on property line must be made through accepted local procedures (variance process).

Sec. 57-5 has a list of definitions including Setback and Structure. *Setback. The minimum horizontal distance between a structure, sewage treatment system, or other facility and an ordinary high-water level, top of a bluff, road, highway, property line, or other facility.* This definition is clear that the setback is between the OHWL and a structure. *Structure. Any building or appurtenance, including decks, except aerial or underground utility lines, such as sewer, electric, telephone, telegraph, gas lines, towers, poles, and other supporting facilities.* This definition is clear as to what is and what is not a structure. An appurtenance, which is also not defined in East Bethel City Code has a general definition as accessory to and permanent.

Sec. 57. Sub. 8. C.2 (a) requires a 75-foot setback from the OHWL. The proposed house placement has the back wall of the house at or near the setback line. The proposed construction also includes a 14 X 20-foot concrete patio slab which is attached to the back of the house protruding toward the lake into the OHWL setback. Sharper Homes, Inc. is requesting a reduction of the 75-foot setback to 61.5 feet. The opinion of city staff is the proposed concrete patio slab, attached to the house is, an appurtenance.

To hear requests for variances from the literal provisions of the ordinance in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of the ordinance. Economic considerations alone do not constitute practical difficulties.

A consideration of a variance requires the following three-factor test for practical difficulties:

- The first factor, a test of reasonableness, means that the landowner would like to use the property in a practical way but cannot do so under the rules of the ordinance.

In this case:

***Septic systems are required for a home to be considered habitable. The approval of the variance would allow this property to be used as a residence.***

- The second factor is, a test of uniqueness, the issue for the variance is due to circumstances unique to the property and not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular property.

In this case:

***Current setback requirements for sewage treatment systems are 50 feet from the OHWL, 50 feet from any well, 20 feet from any structure and 10 feet from any property line.***

***Tanks are required to be placed 10 feet from any structure and 10 feet from property lines.***

***The adjacent property contains wetlands and a ditch which require a 25-foot setback.***

***Shoreland setback for structures is 75 feet from the OHWL, 25 feet from the front lot line and 7 feet from the side yard lot lines.***

- The third factor is, that a variance would not alter the essential character of the neighborhood. This factor is used to consider whether the resulting structure or improvement will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

In this case:

***There are nine (9) other properties on Edmar Ln. NE that have septic mounds in the front or side yards visible from the right of way.***

***The adjacent property to the west has a box mound in the side yard visible from the right of way.***

A patio slab is not a minimum building requirement of a new single-family home in the East Bethel Building Code. The amenity is personal preference of the landowner. The elevation at the OHWL is 904.8 feet above sea level while the elevation at the proposed slab extension is 909.0 feet. This is an over (4) four-foot elevation drop over a 75-foot distance. The risk of damage by changing lake water levels is minimal. For additional consideration, the Shoreland Overlay District permits property owners 25% Impervious Surface lot coverage. The total square footage of this proposal including the patio is 21%.

**Planning Commission:** On November 26, 2024, the Planning Commission held a Public Hearing which there was no public comment. After a review of the application material and hearing from the applicant the Planning Commission, by a 5 - 0 vote, recommended approval of the variance request for the reduction of the property line setback for the installation of a sewage treatment system and a reduction of the OHWL setback for the construction of an attached cement patio slab, at the property located at 3564 Edmar LN NE. as written in Resolution 2024-90.

**Recommendation:** City Council should review the request, the Planning Commission’s formal recommendation and consider approving the variance request as presented in Resolution 2024-90.

**Attachments:**

1. Resolution 2024-90, Variance Approval
2. Location Map
3. Aerial Map
4. Site Plan

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

**CITY OF EAST BETHEL  
COUNTY OF ANOKA  
STATE OF MINNESOTA**

**RESOLUTION NO. 2024-90**

A RESOLUTION **GRANTING** VARIANCE FOR THE REDUCTION IN SETBACK FROM THE FRONT PROPERTY LINE FROM 10 FEET TO 8 FEET FOR THE INSTALLATION OF A SEPTIC SYSTEM DRAINFIELD AND A REDUCTION OF 75 FEET TO 61.8 FEET FROM THE ORDINARY HIGH WATER LEVEL (OHWL) FOR THE CONSTRUCTION OF AN APPURTENANCE ON A PROPERTY LOCATED AT 3564 EDMAR LN NE (PIN: 35-33-23-22-0034) LEGALLY DESCRIBED AS:

LOTS 1 & 2 BLOCK 3 EDWARDS BEACH

**WHEREAS**, the property owner requested a variance for a reduction in setbacks from the front property line from 10 feet to 8 feet; for the placement of a septic system drainfield, and;

**WHEREAS**, the Minnesota Septic Code requires the approval of a variance to the standards by the governing municipality, per Minnesota Rule Chapter 7080; and,

**WHEREAS**, the property owner requested a variance for a reduction from the Ordinary High Water Level (OHWL), of 75 feet to 61.5 feet, for the construction of an attached patio cement slab.

**WHEREAS**, the Planning Commission held a public hearing on November 26, 2024; and,

**WHEREAS**, the Planning Commission finds the request:

1. Is a reasonable request:
  - Minnesota Septic Code allows municipalities to grant variances to the standards.
  - The issuance of a variance for the drainfield installation is necessary for this home to continue to be a habitable structure.
2. Is due to circumstances unique to the property, not caused by the landowner;
  - Current setback requirements for sewage treatment systems are 50 feet from the OHWL, 50 feet from any well, 20 feet from any structure and 10 feet from any property line.
  - Tanks are required to be placed 10 feet from any structure and 10 feet from property lines.
  - The adjacent property contains wetlands and a ditch which require a 25 foot setback.
  - Shoreland setback for structures is 75 feet from the OHWL, 25 feet from the front lot line and 7 feet from the side yard lot lines.
3. Will not have a negative effect on the characteristic of the neighborhood;
  - There are nine (9) other properties on Edmar Ln. NE that have septic mounds in the front or side yards visible from the right of way.

The adjacent property to the west has a box mound in the side yard visible from the right of way.

**WHEREAS**, the City Council approves of the variance requests.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of East Bethel hereby approves the variance reduction to the standard 10 feet to 8 feet to allow for the installation of a septic system drainfield and a reduction to the OHWL setback of 75 feet to 61.5 feet for the construction of an appurtenance (patio cement slab), at the property located at 3564 Edmar LN NE, Wyoming, MN 55092, with the following conditions:

1. An As -Built Survey verifying placement related to setbacks and property lines must be submitted prior to the issuance of a Certificate of Occupancy.

Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

ATTEST

---

Kevin Lewis, Mayor

---

Matt Look, City Administrator

# 3564 EDMAR LN NE - LOCATION MAP



1 inch equals 146 feet



-  Parcels
-  City Mask

# 3564 EDMAR LN NE - AERIAL MAP



1 inch equals 111 feet



-  Parcels
-  City Mask

EDMAR LANE NE

PROVIDE CULVERT AS NEEDED

\*PROPOSED MOUND SEPTIC AREA

FILL: 1.8 TO TOP OF BLOCK

FILL: 0.9 TO TOP OF BLOCK

SEPTIC MOUND SYSTEM

PROPOSED HOUSE SLAB = 910.1

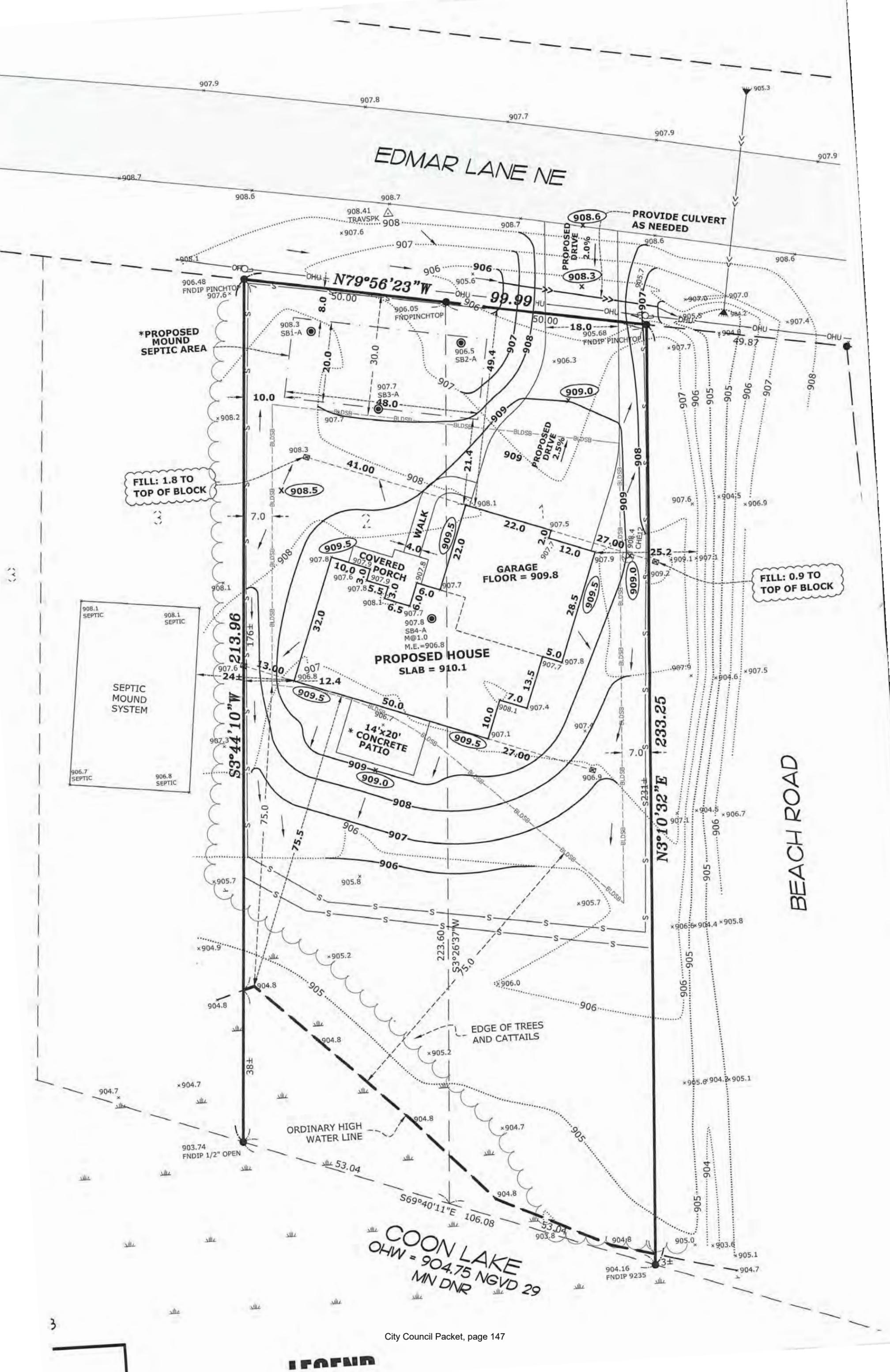
GARAGE FLOOR = 909.8

14'x20' CONCRETE PATIO

BEACH ROAD

COON LAKE  
OHW = 904.75 NGVD 29  
MN DNR

LEGEND



**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** December 9<sup>th</sup>, 2024

**Agenda Item Number:** 7.0 A.2

**Agenda Item:** Variance Request - Second driveway and paving standards in an CL Residential Zone – 19408 E. Front Blvd NE – Josh Balfany

**Background Information:** On October 29, 2024, the City of East Bethel received a Variance Application from Josh Balfany, the property owner at 19408 E. Front Blvd NE, for the construction of a second driveway/ access to his parcel off E. Front Blvd. NE, in Coon Lake Zoning District.

Mr. Balfany and his brother, who owns 19356 E. Front Blvd. NE, acquired a vacant parcel from family which was located between their two parcels. In a private land transaction, they divided the lot and adjoined each portion to their respective lots. Balfany subsequently applied for an accessory structure which was permitted, and the project was completed. During the final inspection Balfany was informed he would need to obtain a permit for a second driveway/ access. Balfany indicated on his September 28, 2023, building application that there are no plans for a driveway. City Code does not permit more than one (1) driveway/ access in certain zoning districts of the city.

**SECTION 10. - GENERAL DEVELOPMENT REGULATIONS, Sub.15. - Driveway access and standards.**

*A. Access requirements.*

1) Properties in the R1, R2, and CL districts are allowed one access point from a public street.

2) Properties in the RR and A districts are allowed two access points from a public street; however, properties located on municipal state aid streets, major thoroughfares, and major streets are allowed one access point from a public street.

*B. Surface and drainage.*

1) Off-street parking areas and driveways in the R-1, R-2, CL, B-1, B-2, B-3, I, MXU and conditional uses in the RR districts shall be constructed of a bituminous or concrete surface.

2) In all residential zoning districts, driveways located on an improved street require a bituminous or concrete driveway extending from the street a minimum of 75 feet or to the garage apron, whichever is less. Driveway width shall be a minimum of 12 feet wide and cannot exceed 24 feet in width at the right-of-way. A turn-around, located entirely on a residential lot, will be required for driveways that directly access a street with a posted speed limit greater than 45 miles per hour.

3) Parking spaces for heavy equipment that would damage bituminous or concrete surfaces are exempt from the paving requirement.

4) In all residential districts, driveways created on an unimproved street after the adoption of [ordinance 28, second series, adopted Dec. 21, 2010] are required to meet the paving requirements of this section no later

than one year after subsequent improvements of the street are completed, with either a bituminous and/or concrete surface.

5) All new driveways over 150 feet must conform with the fire apparatus access road standards as adopted in City Code Section 30-39 and set forth in the Minnesota Uniform Fire Code as amended from time to time.

(Ord. No. 2020-03, 3-9-2020; Ord. No. 2021-06, 10-11-2021)

The septic drainfield is located on the north side of the house. The well is located in the front yard forcing the placement of the detached accessory structure is opposite of Balfany's existing driveway and therefore he is unable to access the new building from the existing access.

In addition to the request for a second driveway/ access, Balfany is requesting a variance to the (improvement requirements) paving standards, as required in Sec. 10, Sub.15 (B2), under (B3) which states that, Parking spaces for heavy equipment that would damage bituminous or concrete surfaces are exempt from the paving requirement. Balfany owns a skid steer/ loader he intends on parking on the driveway and believes its parking would be damaging to a paved surface. City ordinance does not define heavy equipment.

There are three (3) parcels on E. Front Blvd. NE that appear to have second driveways. A historical review of the GIS Aerial's provides information that all three of those existed prior to 2008 when the ordinance revision occurred prohibiting second driveways from CL, R-1, and R-2 Zoned parcels.

Staff advised Balfany that the second access/ driveway and pavement standard requirements would be denied administratively if applied for and a variance would be required before either could be applied for or approved.

To hear requests for variances from the literal provisions of the ordinance in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of the ordinance. Practical difficulties, as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

The consideration of a variance requires a three-factor test for practical difficulties.

- The first factor, a test of reasonableness, means that the landowner would like to use the property in a practical way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance.

In this case:

- ***The property owner is requesting for a second driveway to access a detached accessory structure is reasonable as adequate ingress and egress are necessary for a structure intended to store vehicles and equipment.***

Or alternatively;

- ***The denial of a variance to place a second driveway on a property does not deny the landowner reasonable use of the property, as detached accessory structure and subsequent access are not a requirement of development standards of a primary residence.***
- The second factor is that the landowner’s problem is due to circumstances unique to the property and not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner.

In this case:

- ***The property is triangular shaped limiting buildable areas for construction.***
- ***The septic (SSTS) drainfield is located on the north side of the lot. The well is located in the front yard.***
- ***The layout of the home placed the attached garage and existing access/ driveway on the north side of the house, away from the newly constructed detached accessory structure***
- The third factor is that a variance would not alter the essential character of the neighborhood. This factor is used to consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

In this case:

- ***There are (3) three other parcels with existing non-conforming second driveways on E. Front Blvd. NE.***

Or alternatively;

- ***Properties in the R1, R2, and CL districts are allowed one access point from a public street.***

In this case, it is the opinion of city staff that this variance request partially meets the standards under the practical difficulties test.

For additional consideration, Balfany’s lot is in a Shoreland Overlay District which has a maximum allowable Impervious Surface percentage of 25%. Balfany’s lot based on acreage would be permitted to cover 5,445 sq feet. The existing coverage on the lot including the newly constructed accessory building is 4,335 sq feet providing for an additional 1,110 of allowable coverage. Driveways are required to be a minimum of 12 feet wide but cannot exceed 24 feet in width at the union of the right of way pavement. Based on the minimum paving length standards and a 12-foot-wide driveway would add an additional 650 sq feet. A 24-foot-wide driveway would add an additional 1,300 sq feet which would exceed the Impervious Surface Coverage allowed.

**Sec. 57. Shoreland Overlay (SL) District Sub 5. – Definitions. Impervious surface.** The area of a lot (above the ordinary high water level) covered with buildings including all appurtenances, driveways and sidewalks, and similar impervious materials. For the purpose of this section, driveways that have a gravel base shall be considered impervious. Decks that allow drainage through the decking and that do not have a plastic weed barrier or some other material that would impede drainage into the ground and swimming pool water surface area shall not be considered impervious.

**Planning Commission:** On November 26, 2024, the Planning Commission held a Public Hearing which there was no public comment. After a review of the application material, a discussion and hearing from the applicant the Planning Commission, by a 3-1 with 1 abstaining, recommended approval of the Variance for a second driveway / access with the surface to be up to the discretion of the owner at 19408 E. Front Blvd. NE as in Resolution 2024-91.

**Recommendation:** City Council should review the request, the Planning Commission’s formal recommendation and consider approving the variance requests as presented in Resolution 2024-91 or approve with alternative conditions or deny the requests.

**Attachments:**

- 1. Resolution 2024-91
- 2. Location Map
- 3. Aerial Map
- 4. Site Plan

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RES. NO. 2024-91**

A RESOLUTION **GRANTING** A VARIANCE FOR THE PLACEMENT OF A SECOND DRIVEWAY AND TO THE PAVING STANDARDS AS REQUIRED IN SECTION 10, ON PROPERTY LOCATED AT 19408 E. FRONT BLVD NE (PIN: 25-33-23-13-0059), LEGALLY DESCRIBED AS:

**LOTS 1A & 2A, N 38 FT OF LOT 3A, THAT PRT OF W 74.50 FT OF SD LOT 3A LYG S OF N 38 FT THEREOF & THAT PRT OF W 74.50 FT OF LOT 1B LYG N OF S 23.90 FT THEREOF, ALL IN REARRANGEMENT OF LOTS A, B, C, D & E, COON LAKE EAST FRONT**

**WHEREAS**, the property owner requested a variance for the placement of a second driveway and to the paving standards as required in Sec. 10, Sub.15, the driveway access and standards on a property in an Coon Lake Zoning District, and;

**WHEREAS**, the Planning Commission held a public hearing on November 26, 2024; and,

**WHEREAS**, the Planning Commission finds the request:

1. Is a reasonable use of the property;
  - The property owner is requesting for a second driveway to access a detached accessory structure is reasonable as adequate ingress and egress are necessary for a structure intended to store vehicles.
  - The paving, as required by ordinance, would have no effect on the landowners reasonable use of the property.
2. Is a unique situation to this property due to circumstances not caused by the landowner;
  - The property is triangular shaped limiting buildable areas for construction.
  - The septic (SSTS) drainfield is located on the north side of the lot and the well is located in the front yard.
  - The layout of the home placed the attached garage and existing access/ driveway on the north side of the house, away from the newly constructed detached accessory structure
3. Will not have a negative effect the characteristic of the neighborhood;
  - There are (3) three other parcels with existing non-conforming second driveways on E. Front Blvd. NE.

**WHEREAS**, the Planning Commission recommends to the City Council approval of the variance.

**WHEREAS**, the City Council approves of the variance request.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of East Bethel hereby approves the variance for the placement of a second driveway and to the paving standards as required in Sec. 10, Sub.15, the driveway access and standards on a property on an CL Zoned property, located at 19408 E. Front Blvd NE.

Adopted by the City Council of the City of East Bethel on this 9<sup>th</sup> day of December, 2024.

CITY OF EAST BETHEL

---

Kevin Lewis, Mayor

ATTEST:

---

Matt Look, City Administrator

# 19408 E. FRONT BLVD NE - LOCATION MAP



-  Parcels
-  City Mask

1 inch equals 185 feet



# 19408 E. FRONT BLVD NE - AERIAL MAP



-  Parcels
-  City Mask

1 inch equals 139 feet



# CERTIFICATE OF SURVEY For: Jeremy Balfany

EXISTING LEGAL DESCRIPTION, PARCEL A-1 (25-33-23-13-0057)(Owner, Joshua Balfany):  
 Lots 1-A and 2-A, REARRANGEMENT OF LOTS - A, B, C, D & E, COON LAKE EAST FRONT, Anoka County, Minnesota.

EXISTING LEGAL DESCRIPTION, PARCEL B-1 (Owner, Jeremy Balfany):  
 (25-33-23-13-0056)  
 Lot 3-A and that part of Lot 1-B lying north of the South 23.90 feet of said Lot 1-B, both in REARRANGEMENT OF LOTS - A, B, C, D & E, COON LAKE EAST FRONT, Anoka County, Minnesota.

AND (25-33-23-13-0055)  
 Lot 2-B and the South 23.90 feet of Lot 1-B, both in REARRANGEMENT OF LOTS - A, B, C, D & E, COON LAKE EAST FRONT, Anoka County, Minnesota.

PROPOSED LEGAL DESCRIPTION, PARCEL B-2: (To be transferred from Jeremy Balfany to Joshua Balfany).

The North 38.00 feet of Lot 3-A, that part of said Lot 3-A West 74.50 feet lying South of the North 38.00 feet thereof and that part of the West 74.50 feet of Lot 1-B lying north of the South 23.90 feet thereof, all in REARRANGEMENT OF LOTS - A, B, C, D & E, COON LAKE EAST FRONT, Anoka County, Minnesota.

PROPOSED LEGAL DESCRIPTION, PARCEL A:

Lots 1-A and 2-A, the North 38.00 feet of Lot 3-A, that part of the West 74.50 feet of said Lot 3-A lying South of the North 38.00 feet thereof and that part of the West 74.50 feet of Lot 1-B lying north of the South 23.90 feet thereof, all in REARRANGEMENT OF LOTS - A, B, C, D & E, COON LAKE EAST FRONT, Anoka County, Minnesota.

PROPOSED LEGAL DESCRIPTION, PARCEL B:

Lot 2-B, the West 74.50 feet of the South 23.90 feet of Lot 1-B, that part of said Lot 1-B lying east of the West 74.50 feet thereof and that part of Lot 3-A lying east of the West 74.50 feet thereof and south of the North 38.00 feet thereof, all in REARRANGEMENT OF LOTS - A, B, C, D & E, COON LAKE EAST FRONT, Anoka County, Minnesota.

### BENCHMARK

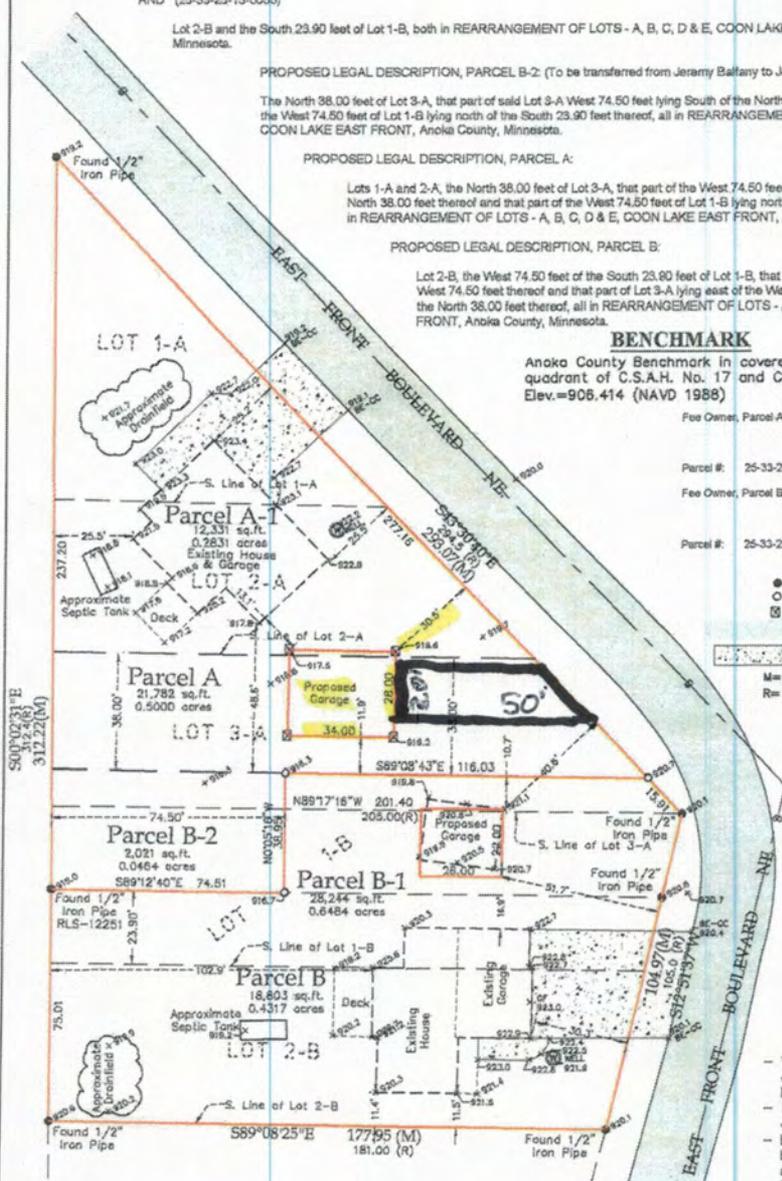
Anoka County Benchmark in covered tube in NW quadrant of C.S.A.H. No. 17 and C.S.A.H. No. 18.  
 Elev.=906.414 (NAVD 1988)

Fee Owner, Parcel A-1: Joshua Balfany  
 19408 E. Front Blvd. NE  
 East Bethel, MN 55092  
 Parcel #: 25-33-23-13-0057

Fee Owner, Parcel B-1: Jeremy Balfany  
 19356 E. Front Blvd. NE  
 East Bethel, MN 55092  
 Parcel #: 25-33-23-13-0055 and 25-33-23-13-0056

### LEGEND

- DENOTES IRON PIPE FOUND
- DENOTES IRON ReBar SET
- ⊠ DENOTES 12" METAL SPIKE SET
- ▨ DENOTES BITUMINOUS
- ▤ DENOTES CONCRETE SURFACE
- M= DENOTES MEASURED DIMENSION
- R= DENOTES RECORDED DIMENSION



### NOTES

- Vertical datum is based on benchmark shown NAVD1988.
- Field survey conducted on June 1st, 2023.
- Bearing's shown are based on Anoka County datum.
- Photo overlay shown is from Anoka County GIS web site.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

JOB No. 19920MS

**ACRE LAND SURVEYING**  
 26450 Rum River Drive NW  
 Isanti, MN 55040  
 763-439-2702 [lr.acrelandsurvey@gmail.com](mailto:lr.acrelandsurvey@gmail.com)

Preliminary Copy

LYLE C. REYNOLDS      Date: 6/16/2023    Reg. No. 13072

C:\Users\owner\OneDrive\OneDrive\19920MS-East Bethel-19356 E Front Blvd NE 55092\dwg\19920MS.dwg 6/16/2023 6:56am

DRIVEWAY  
 20' WIDE  
 50' LONG

# 19408 E. FRONT BLVD NE - AERIAL MAP



 Parcels  
 City Mask

20' WIDE  
50' LONG

1 inch equals 139 feet



2023-01063



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
Phone: (763) 367-7844 • Fax: (763) 434-9578

RECEIVED  
SEP 28 2023  
BY: \_\_\_\_\_

**PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURE**

Job Address: 19408 EAST FRONT BLVD

Owner's Name: JOSH Balfany Phone: [REDACTED]

Email: j.balfanyinc@comcast.net

General Contractor (If being used): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contractor's Lic. #: \_\_\_\_\_

Do you intend on running a home occupation from the structure:  YES  NO

Do you have an Interim Use Permit to run a Home Occupation:  YES  NO

*If yes, a copy of the IUP must be provided with this application.*

Type of work:  Shed  Garage  Pole Building  Other: \_\_\_\_\_

Total Sq. Ft.: \* 952 Sidewall Height: \*\* 12' Bldg Height: 24'

*\*If a pole building is 2,000 sq ft, or more, building plans must be signed by a structural engineer.*

*\*\*If the sidewall height is taller than 12 ft or more, engineer approval is required for stick buildings.*

Total number of accessory structures currently on site: 0

Total Sq. Ft. of accessory structures currently on site: 0

Zoning: CL Acre.: .5 Shoreland Overlay District: YES  NO

Driveway plans for new accessory structure: NO

Will there be two architectural features on front facade: YES

Will the color of the siding match or coordinate with the primary structure: YES

Valuation of Work\*: \$ ~~30,000~~ 33,320.00 ✓

*\*Based on cost of material and labor as if you were to hire a contractor.*

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. PLUMBING AND SEPTIC ARE NOT ALLOWED IN A DETACHED ACCESSORY STRUCTURE. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

**TOTAL AMOUNT DUE \$ \_\_\_\_\_**

*Permit Cost will be calculated based on Valuation of project per 1997 UBC Table 1-A. You will be contacted with total due once project has been approved.*

Signature of Contractor or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if owner builder): [Signature] Date: 9-28-23

Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## Detached Accessory Structure Acknowledgement

I acknowledge that City Code, Appendix A – Section 10 – 32 prohibits the use of residential accessory structures over 1,000 square feet to be used for commercial or industrial activities.

Property Owner's Initials: JB

I acknowledge that all activities occurring in this structure will be of a residential nature, and I am not constructing this accessory structure for the operation of a home occupation as prohibited in City Code, Appendix – A, Sections 10-19 A.1.j and 10-19 B.1.j.

Property Owner's Initials: JB

I acknowledge that City Code, Appendix A – Section 14-2 Detached Accessory Structures prohibits human habitation, and this structure will not be used for human habitation.

Property Owner's Initials: JB

I acknowledge that motor vehicle repair is not a permitted use for residential districts within the City of East Bethel as governed by City Code, Appendix A – Section 1 – 6 B.1, and any motor vehicle repairs occurring on my property will be repairs to my personal vehicles.

Property Owner's Initials: JB

Property Owner's Signature: Josh Balfany

Property Owner's Name: JOSH BALFANY

Property Address: 19408 EAST FRONT BLVD

Date: 9-15-23



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
Phone: (763) 367-7844 • Fax: (763) 434-9578

### SHORELAND OVERLAY DISTRICT - IMPERVIOUS SURFACE CALCULATIONS

These calculations are **REQUIRED** per East Bethel Code of Ordinances  
Appendix A - Zoning, Section 57 if your property is in the Shoreland Overlay District.

**Impervious surface Definition per East Bethel Ordinance:** The area of a lot (above the ordinary high water level) covered with buildings including all appurtenances, driveways and sidewalks, and similar impervious materials. For the purpose of this section, driveways that have a gravel base shall be considered impervious. Decks that allow drainage through the decking and that do not have a plastic weed barrier or some other material that would impede drainage into the ground and swimming pool water surface area shall not be considered impervious.

Job Address or PID: <u>19408 EAST FRONT BLVD</u>	
Impervious Surface Calculations completed by: (name) <u>JOSH BALFANY</u>	
who is the following: <input checked="" type="checkbox"/> Homeowner <input type="checkbox"/> Contractor <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Other: _____	
Date these calculations were completed: <u>9-15-23</u>	
<b><u>PROPERTY OWNER:</u></b>	<b><u>APPLICANT/CONTRACTOR:</u></b>
NAME: <u>JOSH BALFANY</u>	<input checked="" type="checkbox"/> SAME AS PROPERTY OWNER
PHONE: <span style="background-color:black; color:black;">[REDACTED]</span>	NAME: _____
EMAIL: <u>jbalfanyinc@comcast.net</u>	PHONE: _____
	EMAIL: _____

What lake(s) is applying the Shoreland Overlay (select all that apply):

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Anderson Lake        | <input type="checkbox"/> Deer Lake      | <input type="checkbox"/> Minard Lake |
| <input type="checkbox"/> Booster Pond Lake    | <input type="checkbox"/> Devil Lake     | <input type="checkbox"/> Mud Lake    |
| <input type="checkbox"/> Cedar Creek Lake     | <input type="checkbox"/> Fish Lake      | <input type="checkbox"/> Ned's Lake  |
| <input type="checkbox"/> Cooper's Lake        | <input type="checkbox"/> Goose Lake     | <input type="checkbox"/> Rice Lake   |
| <input checked="" type="checkbox"/> Coon Lake | <input type="checkbox"/> Lone Pine Lake |                                      |

Ordinary High Water (OHW) level: 906.5 elevation

Total square footage of lot **above** the Ordinary High Water level: 21,780 sq. ft.

Total square footage of **existing** impervious surfaces on lot: 3383.8 sq. ft.

Total percentage of **existing** impervious surface: 15.5 %

Total square footage of **proposed** impervious surface: 952 sq. ft.

Total percentage of **proposed** impervious surface: 20 % (maximum 25%)

Signature of person completing calculations: [Signature] Date: 9-15-23

The site plan must include the Ordinary High Water level elevation with all measurements and calculations. If the calculations indicate that the impervious surface encroaches the maximum percentage, then a Certificate of Survey will be required with this information printed on the survey.

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** December 9<sup>th</sup>, 2024

**Agenda Item Number:** 8.0 A.1

**Agenda Item:** Lot Split – Request to permit 2 parcels to be sold independently – 426 Birch Rd NE – Brandon Hilliard (Melbran, LLC.)

**Requested Action:** Consider a request from Brandon Hilliard to allow PID: 36-33-23-23-0129 & 36-33-23-23-0131 to be sold independently from 426 Birch Rd NE as required by recorded ANOKA COUNTY WARRANT DEED #1647942.

**Background Information:** On September 3, 2024, Melbran LLC purchased 426 Birch Rd NE which included two additional vacant parcels, PID: 363323230129 & 363323230131.

Melbran LLC is in the process of attempting to sell the properties independently and during the title work a Warranty Deed from January 15, 2002, recorded on the properties, states: *It is a condition of this conveyance and covenant that shall run with the land, burdening and benefiting the parties' successors and assigns, that the two vacant parcels (by property description), "shall not be conveyed separately from" 426 Birch Rd NE (by description), "without the prior consent of the city of East Bethel."*

City Staff, with the assistance of Anoka County Assessor's Office Staff, have searched City and County records to determine what caused the restriction to be placed on the vacant parcels. It is not clear how Lavonne Alford acquired the two vacant parcels however in her April 2012 WILL, upon her death, gave, devised, and bequeathed the three properties to successors. Included in the will was the following:

**Article IV.**

**SPECIFIC DEVICES**

*I give, devise, and bequest he any interest I might have in the following described real property to wit:*

*Lots 1251, 1252, 1253,1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach, Anoka County, Minnesota.*

*It is a condition of this conveyance and covenant that shall run with the land, burdening and benefiting the parties' successors and assigns, that Lot 1251, 1252, 1253,1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach shall not constitute a building site separate from Lots 1266, 1267, 1268, 1269 & 1270, Block 22, Coon Lake Beach, and that said Lots 1251, 1252, 1253,1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach shall not be conveyed separately from said Lots 1266, 1267, 1268, 1269 & 1270, Block 22, Coon Lake Beach without the prior consent of the city of East Bethel.*

**ARTICLE VI.**

**POWERS OF PERSONAL REPRESENTATIVE**

*I give my personal Representative to following powers, which are not exclusive, but are in addition to those granted by law, and are also given to administrators who succeed my Personal Representative.*

- A. *To take possession of property, keep it safe, and segregate it from other property;*

*B. To sell and exchange, lease, rent, mortgage, pledge, give options upon, said partition real and personal property, at private or public sale, on whatever terms he finds advisable, without notice or order of the court;*

In 2017, Lavonna Alford passed away and John Alford, her son was awarded as the Formal Appointed the Successor. Interest in the property was divided three ways according to the will to Lavonna’s three sons.

In 2002, one of the sons sold his interest to a brother leaving the property in the interest of two of the siblings.

In June 2024, the two brothers sold the properties to a new buyer who subsequently put it back on the market and sold it to Melbran, LLC. who would like to sell the properties separately leading to the discovery of the restriction of separation.

Due to the smaller lot sizes in the neighborhood city staff requested that Melbran, LLC. seek the advice of a septic designer to determine if the lot at 426 Birch Rd. NE would be able to support a replacement septic system should the existing system become noncompliant. Melbran, LLC. contacted Casper’s Excavating who provided the opinion that a replacement system could be installed in the existing area and meet all setbacks.

When 426 Birch Rd NE was built in the 1980s, today’s setbacks were not codified by ordinance in the Zoning Code. According to Sec. 51. – 7. A. – Coon Lake (CL) District requires new lots without sewer and water be a minimum of 2 acres with a minimum buildable area for new lots is 23,000 sq feet. The total combined square footage of the two vacant lots, if separated from 426 Birch Rd NE, is approximately 19,166.4 sq feet. The city has approved building on existing lots smaller than 2 acres in the past. City Staff have mapped out the current setbacks on the vacant parcels for visual representation. These setbacks leave a maximum buildable area of approximately 8,664.82 sq feet. These two lots have a depression/ low land area with approximately 2,649 sq feet. Historical mapping shows that there is visible water ponding in the depression annually. Although not defined as a wetland this area should be surveyed to determine its borders and dimensions as it is included in the buildable area previously mapped out. In addition, the Coon Lake (CL) District has a Shoreland Overlay Zone limiting Impervious Surface Coverages at 25% which for the two vacant lots would be approximately 4,791.6 Sq Ft. In addition, the lots would need to have a septic system and meet all setback as required by code or have approved variances for reductions.

If the division is approved, City Staff recommend a certificate of survey and lot combination be required as a condition of approval to avoid the possibility of future divisions creating the need for additional variances and to best meet the requirements of today’s zoning code.

**Recommendation:** City Council should review the request and consider approving or denying the request as presented in Resolution 2024-92.

**Attachments:**

1. Resolution 2024-92 A or 2024 -92 B
2. Location Map
3. Aerial Map
4. Plat Map
5. WILL, ORDER, LETTERS GENERAL, & WARRANTY DEED
6. Setbacks Map
7. Septic Opinion Letter

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-92**

A RESOLUTION PROVIDING CONSENT AND **APPROVING** A PROPERTY SPLIT AS REQUIRED BY RECORDED BY ABSTRACT NO. 2419364.001 AND WARRANTY DEED #1647942 ON A PROPERTY LOCATED AT 426 BIRCH RD NE, WYOMING, MN 55092, ANOKA COUNTY, PIN: 363323230157, INCLUDING PIN'S: 363323230131 & 363323230129, LEGALY DESCRIBED AS:

**LOTS 1266 THRU 1270 INCL BLK 22 COON LAKE BEACH; SUBJ TO EASE OF REC;**

**&**

**LOTS 1261 THRU 1265 INCL BLK 22 COON LAKE BEACH, SUBJ TO EASE OF REC**

**&**

**LOTS 1251 THRU 1255 INCL BLK 22 COON LAKE BEACH, SUBJ TO EASE OF REC**

**WHEREAS**, required in the April 6<sup>th</sup>, 2012, WILL of Lavonne Matilda Alford, recorded as Abstract No. 2419364.001, and;

**WHEREAS**, required in a January 15, 2002, recorded Warranty Deed #1647942, and;

**WHEREAS**, the property owner requested consent from the City of East Bethel to separate lots PIN: 363323230131 & 363323230129 from 426 Birch RD NE, Wyoming, MN 55092, PIN: 363323230157, and;

**WHEREAS**, City Council completed a review of the request, including recorded documents, and;

**WHEREAS**, City Council approves the request, with conditions, based on powers granted and identified in the April 6<sup>th</sup>, 2012, WILL of Lavonne Matilda Alford, recorded as Abstract No. 2419364.001.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of East Bethel hereby provides consent and approves a property split, as required by Abstract No. 2419364.001 and warranty deed #1647942, on a property located at 426 Birch Rd NE, Wyoming, MN 55092, PIN: 253423440003, including PIN: 363323230131 & 363323230129, with the following conditions:

1. PIN: 363323230131 & 363323230129 must be combined and not permitted to be sold a separate building sites.

2. A Certificate of Survey, at minimum, identifying existing wetland boundaries, elevations, and property lines shall be submitted prior to the city accepting any building permit applications on newly created lot.

Adopted by the City Council of the City of East Bethel this 9th day of December, 2024.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-92**

A RESOLUTION **DENYING** CONSENT TO APPROVE A PROPERTY SPLIT AS REQUIRED BY RECORDED WARRANTY DEED #1647942 ON A PROPERTY LOCATED AT 426 BIRCH RD NE, PIN: 363323230157, INCLUDING PIN'S: 363323230131 & 363323230129, LEGALY DESCRIBED AS:

**LOTS 1266 THRU 1270 INCL BLK 22 COON LAKE BEACH; SUBJ TO EASE OF REC;**

**&**

**LOTS 1261 THRU 1265 INCL BLK 22 COON LAKE BEACH, SUBJ TO EASE OF REC**

**&**

**LOTS 1251 THRU 1255 INCL BLK 22 COON LAKE BEACH, SUBJ TO EASE OF REC**

**WHEREAS**, the property owner requested consent from the City of East Bethel to separate lots PIN: 363323230131 & 363323230129 from PIN: 363323230157, as required in January 15, 2002 recorded Warranty Deed #1647942, and;

**WHEREAS**, City Council completed a review of the request, including recorded documents, and;

**WHEREAS**, City Council denies the request based on the minimum lot requirements identified in City Code Appendix A, Section 51.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of East Bethel hereby denies consent to a property split, as required by recorded warranty deed #1647942 on a property located at 426 Birch Rd NE, East Bethel, MN 55005, PIN: 253423440003, including PIN: 363323230131 & 363323230129.

Adopted by the City Council of the City of East Bethel this 9th day of December, 2024.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

# 426 Birch Rd NE - Location Map



-  Parcels
-  City Mask

1 inch equals 92 feet



# 426 Birch Rd NE - Aerial Map



-  Parcels
-  City Mask

1 inch equals 92 feet



910	100
909	100
908	100
907	100
906	100
905	100
904	100
903	100
902	100
901	100

850	100
849	100
848	100
847	100
846	100
845	100
844	100
843	100
842	100
841	100

790	100
789	100
788	100
787	100
786	100
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782	100
781	100

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1249	100
1250	100



LINCOLN

CEDAR

BIRCH

LONGFELLOW

UNIDENTIFIED

Document No.: 2419364.001 ABSTRACT

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$46.00

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: ldkranic



Document No.: 619055.002 TORRENS

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$46.00

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: ldkranic



**WILL**

**LAST WILL AND TESTAMENT****OF****LAVONNE MATILDA ALFORD**

I, Lavonne Matilda Alford, domiciled and residing in Wyoming, the County of Chisago, the State of Minnesota, do hereby make, publish and declare this to be my Last Will and Testament and revoke all former wills and codicils made by me.

**ARTICLE I****IDENTIFICATIONS AND DEFINITIONS**

A. I am unmarried at the time this my Last Will and Testament was written. My husband has predeceased me.

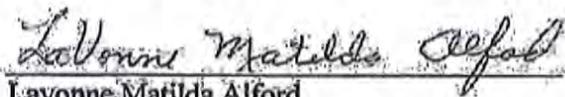
B. "My Children" are: Steven D. Alford of Hinckley, State of Minnesota; Mark D. Alford of East Bethel, State of Minnesota; and, John E. Alford of Ham Lake, State of Minnesota, at the time this my Last Will and Testament was written.

C. As used in this my Last Will and Testament where appropriate, the masculine includes the feminine, and the singular includes the plural (and vice versa) and the following definitions apply in any use of these terms in this my Last Will and Testament:

1. "Descendants" means the immediate and remote lawful, lineal descendants of the person referred to who are in being at the time they must be ascertained in order to give effect to the reference to them, whether they are born before or after my death or the death of any other person. The persons who take under this my Last Will and Testament as Descendants take by right of representation, in accordance with the rule of per stirpes and not in accordance with the rule of per capita distribution. The term Descendants shall include adopted descendants only if they are legally adopted when they are under the age of eighteen (18) years.

2. "Survive me" means that the person referred to must survive me by one hundred and twenty (120) hours. If the person referred to dies within one hundred and twenty (120) hours of my death, the reference to him or her shall be construed as if he or she had failed to survive me.

D. Transfers of real or personal property during my lifetime are not made to satisfy

  
Lavonne Matilda Alford  
Testator

legacies, and no adjustment of my estate is to be made because of them.

**ARTICLE II.  
APPOINTMENT OF PERSONAL REPRESENTATIVE**

I nominate my son, Steven D. Alford, as the Personal Representative under this my Last Will and Testament. If my son, Steven D. Alford, is unable or unwilling to serve as the Personal Representative, or to nominate a successor, I nominate my son, Mark D. Alford, now residing in East Bethel, State of Minnesota, as Personal Representative under this my Last Will and Testament. I expressly direct that no bond or sureties be required of any Personal Representative appointed in this Article, but if a bond is nevertheless required, I request that it be nominal in amount.

**ARTICLE III.  
PAYMENT OF EXPENSES AND TAXES**

My Personal Representative shall pay from the residue of my estate the expenses of my last illness and funeral, valid debts, expenses of administering my estate, including non-probate assets, and any estate or other death taxes which become due because of my death, including interest and penalties. There shall be no apportionment of any such taxes, and I waive on behalf of my estate any right to recover any part of them from any recipient, including any recipient of property passing apart from this my Last Will and Testament.

**ARTICLE IV.  
SPECIFIC DEVISES**

I give, devise, and bequeath any interest I might have in the following described real property to wit:

Lots 1251, 1252, 1253, 1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach, Anoka County, Minnesota.

It is a condition of this conveyance and a covenant that shall run with the land, burdening and benefitting the parties' successors and assigns, that Lot 1251, 1252, 1253, 1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach shall not constitute a building site separate from Lots 1266, 1267, 1268, 1269 & 1270, Block 22, Coon Lake Beach, and that said Lots 1251, 1252, 1253, 1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach shall not be conveyed separately from said Lots 1266, 1267, 1268, 1269 & 1270, Block 22, Coon Lake Beach without the prior consent of the city of East Bethel.

*Lavonne Matilda Alford*  
Lavonne Matilda Alford  
Testator

to my grandson, Douglas G. Alford.

Further, I direct that my Personal Representative shall use reasonable efforts to cooperate with my grandson, Douglas G. Alford, in the sale of my homestead with such property described herein, should my grandson request such cooperation.

#### ARTICLE V. RESIDUARY ESTATE

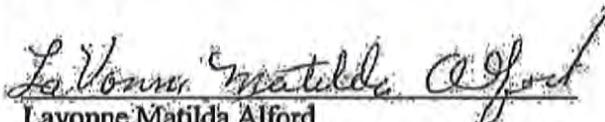
A. My Residuary Estate is all of my property remaining after payment under Articles III and IV of this my Last Will and Testament, whenever obtained, including property not otherwise effectively disposed of in this my Last Will and Testament, and property as to which I have a power to appoint.

B. I give, devise and bequeath my Residuary Estate as follows:

1. One-third (1/3) to my son, Steven D. Alford, if he survives me. If my son, Steven D. Alford, does not survive me, this one-third (1/3) share of my Residuary Estate shall be given in equal shares to the descendants of my son, Steven D. Alford who survive me. If my son, Steven D. Alford, does not survive me, and if he is also not survived by descendants, this one-third (1/3) share of my Residuary Estate shall be given in equal shares to such of my children who survive me, namely: Mark D. Alford and John E. Alford; provided, however, should any of the before-mentioned children of mine predecease me, survived by a child or children who survive me, such grandchild or grandchildren of mine shall take in equal shares the share his, her or their parent would have taken had such parent survived me.

2. One-third (1/3) to my son, Mark D. Alford, if he survives me. If my son, Mark D. Alford, does not survive me, this one-third (1/3) share of my Residuary Estate shall be given in equal shares to the descendants of my son, Mark D. Alford, who survive me. If my son, Mark D. Alford, does not survive me, and if he is also not survived by descendants, this one-third (1/3) share of my Residuary Estate shall be given in equal shares to such of my children who survive me, namely: John E. Alford and Steven D. Alford; provided, however, should any of the before-mentioned children of mine predecease me, survived by a child or children who survive me, such grandchild or grandchildren of mine shall take in equal shares the share his, her or their parent would have taken had such parent survived me.

3. One-third (1/3) to my son, John E. Alford, if he survives me. If my son, John E. Alford, does not survive me, this one-third (1/3) share of my Residuary Estate shall

  
Lavonne Matilda Alford  
Testator

be given in equal shares to the descendants of my son, John E. Alford, who survive me. If my son, John E. Alford, does not survive me, and if he is also not survived by descendants, this one-third (1/3) share of my Residuary Estate shall be given in equal shares to such of my children who survive me, namely: Steven D. Alford and Mark D. Alford; provided, however, should any of the before-mentioned children of mine predecease me, survived by a child or children who survive me, such grandchild or grandchildren of mine shall take in equal shares the share his, her or their parent would have taken had such parent survived me.

D. If any interest in my Estate is not effectively distributed by the preceding provisions of this Article, then such shall be given to my heirs at law. Such heirs at law shall be determined, under and take the share prescribed by, Minnesota Statutes of Intestate Succession in force at the execution of this, my Last Will and Testament, applied as if I had then died intestate.

#### ARTICLE VI.

#### POWERS OF THE PERSONAL REPRESENTATIVE

I give my Personal Representative the following powers, which are not exclusive, but are in addition to those granted by law, and are also given to administrators who succeed my Personal Representative.

- A. To take possession of property, keep it safe, and segregate it from other property;
- B. To sell and exchange, lease, rent, mortgage, pledge, give options upon, said partition real and personal property, at private or public sale, on whatever terms he finds advisable, without notice or order of court;
- C. To render liquid my estate, in whole or in part, and to hold cash or readily marketable securities of little or no yield for whatever period he finds advisable;
- D. To borrow in the name of my estate, without court authority, for the purpose of preserving property held by him;
- E. To distribute in cash or in kind, and in undivided or divided interests, even though distributive shares may as a result be composed differently;
- F. To employ attorneys, accountants, and other professional assistants;
- G. To enter into transactions with the other fiduciaries, including personal

*Lavonne Matilda Alford*  
Lavonne Matilda Alford.  
Testator

representatives, executors or trustees of estates and trusts in which the beneficiaries have an interest, and including himself as fiduciary for other estates and trusts; and

H. To pay himself reasonable compensation for his services.

**ARTICLE VII.  
METHOD OF ADMINISTRATION AND MISCELLANEOUS PROVISIONS**

A. I direct that my estate be administered in as informal a manner as my Personal Representative deems advisable and applicable law permits.

B. If any part of this my Last Will and Testament shall be invalid, illegal, or inoperative for any reason, it is my intention that the remaining parts, so far as possible and reasonable, shall be effective and fully operative. My Personal Representative may seek and obtain Court instructions for the purpose of carrying out as nearly as may be possible the intention of this my Last Will and Testament as shown by the terms hereof, including any terms held invalid, illegal, or inoperative.

C. The headings used throughout this my Last Will and Testament have been inserted for administrative convenience only and do not constitute matter to be construed in interpreting this my Last Will and Testament.

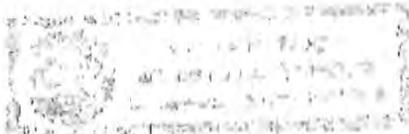
D. The rules of law and statutes of the State of Minnesota, insofar as legally possible, except as altered by this my Last Will and Testament, shall govern in all respects the meaning and legal effect of this my Last Will and Testament and the administration of my estate. Except as I have otherwise provided, all references to applicable law and Minnesota Statutes mean those in force and effect on the date of my death and shall include any amendments and successor provisions thereto.

E. I have intentionally limited gifts to my descendants to those provided in this my Last Will and Testament. Any omission is intentional and not occasioned by accident or mistake.

I have signed this will consisting of six (6) pages, this page included, on April 6, 2012.

*Lavonne Matilda Alford*  
Lavonne Matilda Alford  
Testator

We certify that in our presence on the date appearing above in the State of Minnesota, Lavonne Matilda Alford signed the foregoing instrument and acknowledged it to be the testator's will, that at the testator's request and in the testator's presence and in the presence of each other, we have



*Lavonne Matilda Alford*  
Lavonne Matilda Alford  
Testator

signed our names below as witnesses, and that we believe the testator to be of sound mind and memory.

Bennett J. Montzka residing at Stacy, Minn  
Courtesy R. Brown residing at Wyoming, MN

I, Lavonne Matilda Alford, the Testator, sign my name to this instrument this 6<sup>th</sup> day of April, 2012, and being first duly sworn, do declare to the undersigned authority that I sign and execute this instrument as my Will and that I sign it willingly (or willingly direct another to sign for me), that I execute it as my free and voluntary act for the purposes expressed in the will, and that I am 18 years of age or older, of sound mind, and under no constraint or undue influence.

Lavonne Matilda Alford  
Lavonne Matilda Alford  
Testator:

We, Bennett J. Montzka, and Courtesy R. Brown, the witnesses, sign our names to this instrument, being first duly sworn, and declare to the undersigned authority that the Testator signs and executes this instrument as the Testator's Last Will and that the Testator signs it willingly (or willingly directs another to sign it for the Testator); that each of us, in the presence and hearing of the Testator, hereby signs the will as witnesses to the Testator's signing; that to the best of our knowledge the Testator is 18 years of age or older, of sound mind and under no constraint or undue influence.

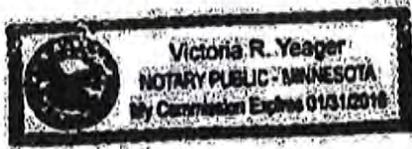
Bennett J. Montzka  
Witness  
Courtesy R. Brown  
Witness

STATE OF MINNESOTA )  
  )SS.  
COUNTY OF CHISAGO )

Signed, sworn to, and acknowledged before me by Lavonne Matilda Alford, the Testator, and signed and sworn to before me by Bennett J. Montzka and Courtesy R. Brown, witnesses, this 6<sup>th</sup> day of April, 2012:

(NOTARY STAMP OR SEAL)

Victoria R. Yeager  
Signature of Notary Public



STATE OF MINNESOTA, COUNTY OF ANOKA  
Certified to be a true and correct copy of the original on file and of record in my office.  
Court Administrator  
By: [Signature]  
Deputy  
6/7/14

Document No.: 2419364.002 ABSTRACT

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$46.00

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: Idkranic



Document No.: 619055.003 TORRENS

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$46.00

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: Idkranic



**ORDER**

STATE OF MINNESOTA  
COUNTY OF ANOKA

TENTH JUDICIAL DISTRICT  
DISTRICT COURT  
PROBATE DIVISION

Court File No. 02-PR-18-474

Estate of

LaVonne Matilda Alford, aka LaVonne M.  
Alford, aka LaVonne Alford,  
Decedent

**ORDER OF FORMAL APPOINTMENT OF  
SUCCESSOR PERSONAL REPRESENTATIVE**

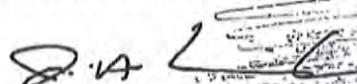
The Petition for the Formal Appointment of Successor Personal Representative, signed by John Alford came before this Court on an ex parte basis. The Court, having considered the Petition and supporting documents, determines the following:

1. The Petition is complete.
2. The Petitioner has adopted the statements in the Petition for Formal Appointment of the preceding Personal Representative except as specifically changed or corrected as set forth in the Petitioner's Petition.
3. The person appointed below as Successor Personal Representative has priority under Minnesota Statutes section 524.3-203 and is entitled to be appointed Successor Personal Representative and is willing to serve and is not disqualified to serve as Successor Personal Representative.
4. Any notice required by Minnesota law has been given or waived.

**IT IS ORDERED:**

1. The Petition is granted.
2. John E. Alford is formally appointed as the Successor Personal Representative of Decedent's Estate in an unsupervised administration, with no bond.
3. Upon filing any required bond and statement of acceptance and oath, appropriate letters will be issued.

**BY THE COURT**

  
Cunningham, James (Anoka Judge)  
2024.06.04 18:51:36 -05'00'  
Judge of District Court

STATE OF MINNESOTA, COUNTY OF ANOKA  
Certified to be a true and correct copy of the original on file and of record in my office.

Court Administrator  
By   
Deputy  
6/12/24

Document No.: 2419364.003 ABSTRACT

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$46.00

**Pamela J. LeBlanc**  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: ldkranic

Document No.: 619055.004 TORRENS

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$46.00

**Pamela J. LeBlanc**  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: ldkranic



## LETTERS GENERAL

STATE OF MINNESOTA  
COUNTY OF ANOKA

TENTH JUDICIAL DISTRICT  
DISTRICT COURT  
PROBATE DIVISION

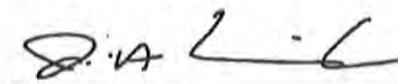
Court File No. 02-PR-18-454

Estate of  
LaVonne Matilda Alford, aka LaVonne  
M. Alford, aka LaVonne Alford,  
Decedent

SUCCESSOR LETTERS TESTAMENTARY

1. The Decedent died on February 9, 2017.
2. John E. Alford has been appointed successor Personal Representative of Decedent's Estate in an unsupervised and is now qualified to act as Successor Personal Representative of the Estate and has authority to administer the Estate according to law.

BY THE COURT

  
\_\_\_\_\_  
Judge

Cunningham, James (Anoka  
Judge)

2024.06.04 18:53:41 -05'00'

STATE OF MINNESOTA, COUNTY OF ANOKA  
Certified to be a true and correct copy of the  
original on file and of record in my office and  
that the same is in full force and effect as

of   
By  Court Administrator

Document No.: 2419364.004 ABSTRACT

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$48.00

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: Idkranic  
Transfer Entered

Certificate of Real Estate Value Not Required  
Delinquent Taxes Certified



Document No.: 619055.005 TORRENS

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$52.65

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: Idkranic  
Transfer Entered

Certificate of Real Estate Value Not Required  
Delinquent Taxes Certified



(Top 3 inches reserved for recording data)

WARRANTY DEED

Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks  
Form 10.1.1 (2018)

eCRV number: NA

DEED TAX DUE: \$ 0.00

DATE: 6-7-2024  
(month/day/year)

FOR VALUABLE CONSIDERATION, Doug Alford and Tara Nelson, Married to One Another

(insert name and marital status of each Grantor)

\_\_\_\_\_  
("Grantor"),

hereby conveys and warrants to Jebidiah Timothy Adams

(insert name of each Grantee)

\_\_\_\_\_  
("Grantee"), as

(Check only one box.)

- tenants in common,
- joint tenants,

(If more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)

real property in Anoka County, Minnesota, legally described as follows:

See Exhibit "A" Attached Hereto and Made a Part Hereof.

**Total consideration  
for this transaction  
is \$500 or less**

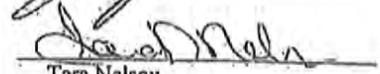
Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

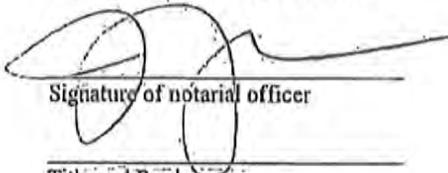
- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_).
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

  
 \_\_\_\_\_  
 Doug Alford

  
 \_\_\_\_\_  
 Tara Nelson

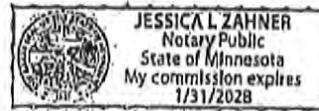
STATE OF MINNESOTA, COUNTY OF HENNEPIN

This instrument was acknowledged before me on 7 day of June, 2024, by Doug Alford and Tara Nelson, Married to One Another.

  
 \_\_\_\_\_  
 Signature of notarial officer

\_\_\_\_\_  
 Title and Rank

My Commission Expires:



THIS INSTRUMENT WAS DRAFTED BY:  
 Clear Title, LLC.  
 11144 Commerce Lane N  
 Champlin, MN 55316

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:  
 Jebidiah Timothy Adams  
 426 Birch Road  
 East Bethel, MN 55002  
3451 Halden Rd NW  
Isanti, mn 55040

Document No.: 2419364.005 ABSTRACT

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$48.00

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: Idkranic

Transfer Entered Well Certificate  
Certificate of Real Estate Value Filed  
eCrv # 1663583

Delinquent Taxes Certified



Document No.: 619055.006 TORRENS

08/05/2024 03:31 PM

Fees/Taxes In the Amount of: \$708.20

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: Idkranic

Transfer Entered Well Certificate  
Certificate of Real Estate Value Filed  
eCrv # 1663583

Delinquent Taxes Certified



(Top 3 inches reserved for recording data)

DEED OF SALE

by Individual Personal Representative

Minnesota Uniform Conveyancing Blanks

Form 10.5.3 (2016)

eCRV number: 1663583

DEED TAX DUE: \$ 607.20

DATE: 6-7-24  
(month/day/year)

FOR VALUABLE CONSIDERATION, John E. Alford

As Successor Personal Representative of the Estate of Lavonne Alford, Decedent, single  married  at the time of death

(check applicable box)  
(If "married" is checked, then attach a Consent of Spouse (Form 70.1.1))

("Grantor"), hereby conveys and quitclaims to Jebidiah Timothy Adams ("Grantee"), as

(Check only one box.)  tenants in common,  
 joint tenants,

(If more than one Grantee is named above and either no box is checked or both boxes are checked,  
this conveyance is made to the named Grantees as tenants in common.)

real property in Anoka County, Minnesota, legally described as follows:

See Exhibit "A" Attached Hereto and Made a Part Hereof.

Check here if all or part of the described real property is Registered (Torrens)

Together with all hereditaments and appurtenances belonging thereto.



## EXHIBIT A

### LEGAL DESCRIPTION

Lots 1266 and 1267, Block 22, Coon Lake Beach, according to the recorded plat thereof, and situate in Anoka County, Minnesota.

Abstract Property

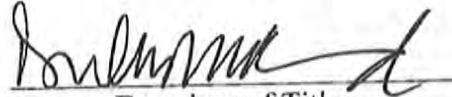
AND

Lots 1268, 1269 and 1270, Block 22, Coon Lake Beach, according to the recorded plat thereof, and situate in Anoka County, Minnesota.

Torrens Property

I hereby certify that this instrument, together with a certified copy of the following:  letters of general administration;  last will;  order (statement) of probate;  letters testamentary;

is legally sufficient to issue a new certificate of title to the grantee(s) therein named for the interest of the decedent in the registered land described therein.



Examiner of Titles

Document No.: 2421500.001 ABSTRACT

09/04/2024 02:31 PM

Fees/Taxes In the Amount of: \$46.00

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: mlearnes

Transfer Entered  
Certificate of Real Estate Value Filed  
eCrv # 1687935

Delinquent Taxes Certified



Document No.: 619658.001 TORRENS

09/04/2024 02:30 PM

Fees/Taxes In the Amount of: \$671.40

Pamela J. LeBlanc  
Anoka Cty Property Records and Taxation  
Property Tax Administrator and  
Recorder/Registrar of Titles  
Deputy: mlearnes

Transfer Entered  
Certificate of Real Estate Value Filed  
eCrv # 1687935

Delinquent Taxes Certified



(Top 3 inches reserved for recording data)

WARRANTY DEED

Individual(s) to Business Entity

eCRV number: 1687935

DEED TAX DUE: \$ 620.40

DATE: September 3, 2024

FOR VALUABLE CONSIDERATION, Jebidiah Timothy Adams, a single person ("Grantor"), hereby conveys and warrants to Melbran, LLC, a Minnesota limited liability company ("Grantee"), real property in Anoka County, Minnesota, legally described as follows:

SEE ATTACHED EXHIBIT A

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Easements, Restrictions and Covenants of record, if any.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed.  
(If electronically filed, insert WDC number: \_\_\_\_\_.)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

LAND TITLE INC  
2200 W COUNTY RD C  
SUITE 2205  
ROSEVILLE, MN 55113  
File No. 701019

Grantor(s)

Jebidiah Timothy Adams  
Jebidiah Timothy Adams

State of Minnesota, County of Ramsey

This instrument was acknowledged before me on September 3, 2024, by Jebidiah Timothy Adams, a single person.

(Stamp)



Sharrri Meyer  
(signature of notarial officer)

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Land Title, Inc.  
North Star Bank Building, 4661 U.S. Hwy 61 N #104  
White Bear Lake, MN 55110

LT File No. 701019

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

Melbran, LLC  
655 Emerson Drive  
East Bethel, MN 55092

**WARRANTY DEED**

**Individual(s) to Business Entity**

**EXHIBIT A**

Parcel 1: Abstract/Torrens Certificate No. 156239

Tract A: Abstract

Lots 1266 and 1267, Block 22, Coon Lake Beach, according to the recorded plat thereof, and situate in Anoka County, Minnesota.

Tract B: Torrens Certificate No. 156239

Lots 1268, 1269, 1270, Block 22, Coon Lake Beach, Anoka County, Minnesota, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

(Torrens)

Parcel 2: Abstract

Lots 1261, 1262, 1263, 1264 and 1265, Block 22, Coon Lake Beach, according to the recorded plat thereof, and situate in Anoka County, Minnesota.

Parcel 3: Abstract

Lots 1251, 1252, 1253, 1254 and 1255, Block 22, Coon Lake Beach, according to the recorded plat thereof, and situate in Anoka County, Minnesota.

## EXHIBIT A

### LEGAL DESCRIPTION

Lots 1266 and 1267, Block 22, Coon Lake Beach, according to the recorded plat thereof, and situate in Anoka County, Minnesota.

Abstract Property

AND

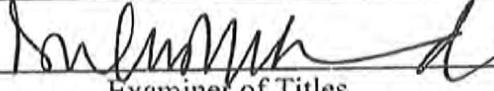
Lots 1268, 1269 and 1270, Block 22, Coon Lake Beach, according to the recorded plat thereof, and situate in Anoka County, Minnesota.

Torrens Property

APPROVED FOR FILING

Certificate of Title No. 37797

as to conveyance of any interest obtained  
in the probate of the Estate of Laverne  
Alford



Examiner of Titles

Individual(s) to Individual(s)

No delinquent taxes and transfer entered; Certificate of Real Estate Value ( ) filed ( ) not required Certificate of Real Estate Value No.

February 14, 2002

Maureen J. Divine County Auditor

by P.A. Flain Deputy

1647942

36 33 23 23 0129 LG
36 33 23 23 0131 LG

(reserved for recording data)

DEED TAX DUE: \$ 1.65

Date: January 15, 2002

FOR VALUABLE CONSIDERATION, STEVEN D. ALFORD

single (marital status)

Grantor, hereby conveys and warrants to DOUGLAS G. ALFORD, single

Grantee, real property in Anoka County, Minnesota, described as follows: An undivided one-half interest in and to the following:

Lots 1251, 1252, 1253, 1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach, Anoka County, Minnesota.

It is a condition of this conveyance and a covenant that shall run with the land, burdening and benefitting the parties' successors and assigns, that Lots 1251, 1252, 1253, 1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264 & 1265, Block 22, Coon Lake Beach shall not constitute a building site separate from Lots 1266, 1267, 1268, 1269 & 1270, Block 22, Coon Lake Beach, and that said Lots 1251, 1252, 1253, 1254 & 1255, Block 22, Coon Lake Beach and Lots 1261, 1262, 1263, 1264, & 1265, Block 22, Coon Lake Beach shall not be conveyed separately from said Lots 1266, 1267, 1268, 1269 & 1270, Block 22, Coon Lake Beach without the prior consent of the city of East Bethel.

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions: Encumbrances of record

The total consideration for this transfer of property is \$500 or less.

Check box if applicable:

- [X] The Seller certifies that the seller does not know of any wells on the described real property.
[ ] A well disclosure certificate accompanies this document.
[ ] I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Signature of Steven D. Alford

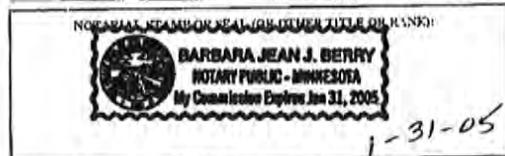
STEVEN D. ALFORD

Affix Deed Tax Stamp Here

STATE OF MINNESOTA
COUNTY OF Washington

This instrument was acknowledged before me on January 15, 2002 Date

by STEVEN D. ALFORD, single



Signature of Barbara Jean J. Berry

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Check here if part or all of the land is Registered (Torrens) [ ]

Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee):

Douglas G. Alford
426 Birch Road
Wyoming, MN 55092

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

Steve L. Butts
Attorney at Law
155 So. Lake Street
Forest Lake, MN 55025

651-464-6162
13882

**ABSTRACT**

Receipt # <u>28903/36.65</u>	<input type="checkbox"/> Certified Copy Date Mailed _____
Date/Time: <u>2-14-02 17:00</u>	<input type="checkbox"/> Tax Liens / Releases
Doc. Order <u>1</u> of <u>1</u>	<input type="checkbox"/> Multi-Co Doc Tax Pd
✓ by: Pins: <u>LG</u>	<input checked="" type="checkbox"/> Transfer <input type="checkbox"/> New Desc.
Recordability / Delqs: <u>RS</u>	<input type="checkbox"/> Division <input type="checkbox"/> GAC
Filing Fees: <u>30.<sup>00</sup></u>	<input type="checkbox"/> Status <input type="checkbox"/> Def. Spec
Well Certificate Received this Date: _____ Anoka County Recorder	<input type="checkbox"/> Other <input type="checkbox"/> No Change
Notes: <u>non-standard doc.</u> <u>File Abstract only</u>	

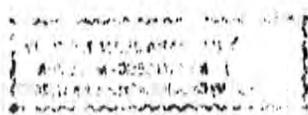
DOCUMENT NO. 1647942.0 ABSTRACT

**ANOKA COUNTY MINNESOTA**

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE  
 FOR RECORD ON FEB 14 2002  
 AT 5:00 PM AND WAS DULY RECORDED.  
 FEES AND TAXES IN THE AMOUNT OF \$36.65 PAID.

RECEIPT NO. 2002028903

MAUREEN J. DEVINE  
 ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES  
 BY \_\_\_\_\_  
 DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES



# Lots 1251-1255 & 1261-1265



1 inch equals 92 feet

## 2-Foot Contours

### Type

- Index
- Intermediate
- Parcels
- City Mask



**CASPER'S EXCAVATING, INC.**  
**P.O. Box 335**  
**Cedar, MN. 55011**  
**Phone# (763) 434-3618**  
**Email: caspersservices76@gmail.com**  
**11/19/24**



**This letter is in regards to the septic system at the property of 426 Birch Rd. East Bethel, MN 55092. If the septic were to fail in the future a new system could be installed in the area of the existing system and it would meet all set backs.**

Casper's Excavating, Inc.  
Josh Casper

## **EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of East Bethel, State of Minnesota, a municipal corporation, hereinafter referred to as “the City,” and Matt Look, hereinafter referred to as “Employee.”

WHEREAS, the City desires to engage the services of Employee as City Administrator of the City; and,

WHEREAS, Employee desires to be employed as the City Administrator of the City; and,

WHEREAS, it is the desire of the City to: (1) secure and retain the services of the Employee and to provide inducement for Employee to remain in such employment; (2) make possible full work productivity by assuring Employee’s morale and peace of mind with respect to future security; (3) act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and (4) provide a just means for terminating Employee’s services at such time as Employee may be unable to fully discharge Employee’s duties due to disability or when the City may desire to otherwise terminate Employee’s employment.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

### **SECTION 1: DUTIES**

1.1 The City hereby agrees to employ Employee as City Administrator of said City to perform the function and duties specified in the City Administrator’s job description, and to perform duties specified under the ordinances of the City of East Bethel and the laws of the State of Minnesota, and such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign.

1.2 Hours of Employment: It is recognized that the duties of Employee’s position require Employee to devote a great deal of time outside normal business hours, and for that reason Employee may take compensatory time off during normal business hours, consistent with performing Employee’s duties as City Administrator.

### **SECTION 2: TERM, DISCHARGE, TERMINATION AND RESIGNATION**

2.1 Term and Termination.

This AGREEMENT shall commence on January 1, 2025 and continue thereafter until otherwise terminated or ended pursuant to the provisions of this Agreement. Employee agrees to remain in the employ of the City throughout the term of this Agreement or until this Agreement is terminated. If for any reason, the City and the Employee do not enter into an Employment Agreement for employment post-December 31, 2025, and the Employee remains in the city’s employment in any

capacity thereafter, for avoidance of doubt, this Agreement is terminated as of the close of December 31, 2025 and the employee is an at-will employee not under contract with the City.

This Agreement may be terminated by either party upon written notice delivered by mail or personal service. Notice from the Employee shall be delivered to the Mayor at the city address. Notice from the City shall be sent to the Employee at the address on file in the Human Resource department. If the service of the notice is by mail, it shall be effective three days after mailing.

## 2.2 Discharge.

Nothing in this EMPLOYMENT AGREEMENT shall prevent, limit or otherwise interfere with the right of the City to terminate the services of the Employee (discharge) at any time, subject only to the provisions set forth in Section 2.5 paragraph b and c of this EMPLOYMENT AGREEMENT. Paragraphs 2.3 and 2.4 of this Section shall not be in force if the Employee is found to be unable to discharge assigned duties due to any type of disability or inability to perform up to normal standards of City management as determined by an impartial Board of three members agreed upon by the Employee and the City. If Employee and the City cannot agree on an impartial Board of three members, the matter will be submitted to binding arbitration by a single arbitrator assigned by the American Arbitration Association.

## 2.3 Resignation.

The Employee agrees to remain in employment with the City through December 31, 2025. Employee agrees during this time not to seek or accept other offers of new employment elsewhere excepting that the employee may seek or solicit other offers of employment within the last 180 days of the term of this Agreement. Prior to termination of the employment with the City the Employee agrees to assist the City in the necessary search for his or her replacement and make recommendations on same to the City. If the Employee voluntarily resigns his position prior to the scheduled termination of this Agreement, the severance contained in paragraph 2.5 of this EMPLOYMENT AGREEMENT shall not apply and excepting accrued benefits, no further payments shall be paid to Employee.

For purposes of this Agreement, the Employee shall not be determined to have defaulted or otherwise violated this agreement for accepting or seeking new offers of employment if any one of the following occurs:

- a. The Employee receives an adverse annual performance review;
- b. The Employee receives any form of sanction or discipline related to the performance of his or her duties;

- c. If the City, at any time, reduces the salary or other financial benefits of the Employee in a greater percentage than in an across-the-board reduction for all City management employees;
- d. If the Employee receives the suggestion, whether formal or informal, made by 3 of the 5 members of the City Council that he or she resign or look for work elsewhere;
- e. If the City refuses, following written notice, to comply with the other provisions of this Agreement benefitting or affecting the Employee; or
- f. If the City formally casts a no confidence vote by majority vote of its City Council.

#### 2.4 Termination for Cause.

Nothing in this EMPLOYMENT AGREEMENT shall prevent, limit, or otherwise interfere with the right of the City to terminate the Employee for cause. Termination for cause may occur during the term of this EMPLOYMENT AGREEMENT because of: nonperformance of the terms of this Agreement; a conviction of the Employee of a crime constituting a felony or gross misdemeanor; or, an act or actions of discrimination or harassment occurring within the work place as determined by a court of competent jurisdiction or by a neutral fact finder appointed by the City to investigate and report on any such allegations(s). In the event of termination for cause, the City shall have no obligation to pay any further payments otherwise due under the terms of the EMPLOYMENT AGREEMENT or severance pay as provided for herein. Termination for cause may not be a result of any reorganization by the City that eliminates the position of City Administrator.

#### 2.5 Termination and Severance Pay.

The Employee may, at the Employee's option, be deemed to be "terminated without cause" within the meaning of this Agreement upon the occurrence of any of the following:

- a. If the City, at any time, reduces the salary or other financial benefits of the Employee in a greater percentage than in an across-the-board reduction for all City management employees;
- b. If the Employee resigns following the suggestion, whether formal or informal, made by 3 of the 5 members of the City Council that he or she resign;
- c. If the City refuses, following written notice, to comply with the other provisions of this Agreement benefitting or affecting the Employee;
- d. The Employee's employment shall be terminated if the City formally votes by a majority vote of its City Council to terminate his employment.

In the event that the Employee's employment is terminated by the City as specified by this paragraph, the City agrees to maintain the Employee on the City health and dental insurance systems existing as of the date of termination for six (6) months at city cost and pay the Employee a lump sum cash payment as severance pay equal to six (6) months' net (defined as the base wage without incentives, i.e. educational, supplemental wellness program, vehicle allowance, etc.) salary based on the current salary of the Employee in effect when the notice of termination is provided by the City or when the event of termination as otherwise prescribed above occurs, whichever event occurs first. Said amount shall be payable in addition to any other salary and accrued benefits due the Employee. Employee shall receive the equivalent cafeteria contribution from the City provided to all other employees.

### **SECTION 3: SALARY.**

#### 3.1 Salary

The City agrees to pay the Employee for services rendered pursuant hereto an annual salary payable in installments at the same time as other employees of the City are paid. Employee's salary through the term of this contract is as follows:

Effective January 1, 2025, the Employee's full-time salary will be based upon an annual base wage of \$151,756.80 per year paid in established payroll periods as set forth by the City Council from time to time for all employees.

Other adjustments to salary and compensation shall be at the discretion and approval of the City Council.

#### 3.2 Review

The City shall conduct a review of the Employee's performance on or before September 1 of each year, or at another date as may be agreed upon by the Employee and the City Council. The performance review shall not presume an adjustment in salary other than as provided for above.

### **SECTION 4: AUTOMOBILE AND OTHER EXPENSES.**

#### 4.1 Automobile.

Ownership of a private automobile and current valid driver's license is required of the Employee as a condition of employment under this contract. Employee will be compensated for automobile mileage and usage incurred on behalf of City business at the current IRS reimbursement mileage rate. Mileage records compliant with Internal Revenue Code requirements shall be maintained by the Employee and shall be provided to the City monthly. Employee is encouraged to utilize City vehicles when available for City business.

Other expenses incurred by Employee as are authorized by the City Council such as seminars, conferences, meals and lodging incurred in pursuit of City business shall be reimbursed to the Employee upon the Employee providing the receipts therefore to the City Finance Director.

**SECTION 5: PROFESSIONAL DEVELOPMENT.**

5.1 Professional Associations

The City may budget and, in its discretion, provide for the registration, travel, lodging, and reasonable expenses of the Employee for professional official travel, meetings, and occasions adequate to continue the professional development of the Employee and to adequately pursue necessary official and other functions for the City.

**SECTION 6: HEALTH, DENTAL AND LIFE INSURANCE.**

6.1 The City agrees to pay the Employee's costs to participate in the City's medical, dental, life insurance and disability insurance programs at the same rate as other employees.

**SECTION 7: RETIREMENT.**

7.1 The City is a municipality defined in Minnesota State Statutes, Chapter 475, and is a Public Employee Retirement Association (PERA) participating member. The City Administrator has elected to participate in the PERA retirement program the same as with any other City employee.

**SECTION 8: OTHER TERMS AND CONDITIONS OF EMPLOYMENT.**

8.1 Other Conditions

The City shall fix any such other terms and conditions of employment, as it may determine from time-to-time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the EMPLOYMENT AGREEMENT, the duties traditionally associated with the office of City Administrator pursuant to the City's ordinances, the City Code, or any other applicable law.

8.2 Fringe Benefits

Except as may be otherwise herein provided to the contrary, all provisions of the City Code and regulations and rules of the City relating to retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to any other employees of the City. As to those benefits specifically provided for within the terms of this Agreement, the same shall not be duplicated or augmented by existing City programs for fringe benefits to employees.

8.3 Vacation, Sick Leave and Personal Days

a. The City Administrator shall be afforded vacation, sick leave and personal days in accordance with the provisions of the City's Personnel Policies as any other employee, with the exception of starting their term of employment with 4 weeks of vacation (Paid Time Off) in recognition of their extensive previous career.

b. The City Administrator shall be allowed to accumulate sick leave as provided in the City Personnel Policy.

#### 8.4 Bonding

The City shall pay the cost of any bonds required of the City Administrator under any law of circumstance.

### **SECTION 9: GENERAL PROVISIONS.**

#### 9.1 Assignments and Subcontracts

None of the sums due, or about to become due, nor any of the work to be performed under this EMPLOYMENT AGREEMENT by Employee shall be assigned to any third party without the prior written consent of the City.

#### 9.2 Applicable Law, Venue, Jurisdiction, and Disputes/Claims.

This EMPLOYMENT AGREEMENT shall be deemed to have been entered into and shall be construed and governed, except with respect to conflict of laws, in accordance with the laws of the State of Minnesota. Any claims, arbitrations, or legal actions, state or federal, between the City and the Employee shall be venued in Anoka County. City and Employee agree to seek and engage in mediation to resolve employment disputes prior to commencing a lawsuit.

#### 9.3 Waivers

Failure of either party to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this EMPLOYMENT AGREEMENT or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future exercise of such right, but the obligation of the other party with respect to such future performance shall continue in full force and effect.

#### 9.4 Severability

The invalidity or unenforceability of any particular provision of this EMPLOYMENT AGREEMENT shall not affect the other provisions, and this EMPLOYMENT AGREEMENT shall be construed in all respects as if such invalid or unenforceable provision or provisions were omitted.

#### 9.5 Amendments

This EMPLOYMENT AGREEMENT may not be amended, modified, released, discharged, supplemented, interpreted, or changed in any manner except by written instrument signed by duly authorized representatives of both parties.

## 9.6 Headings

The headings utilized herein are provided as aids in referencing provisions of this EMPLOYMENT AGREEMENT, but shall not be utilized in interpretation or construction of the terms and conditions herein.

## 9.7 Merger

This EMPLOYMENT AGREEMENT and any Attachment (when signed by both parties) contain the entire and only understanding or agreement between the parties in relation to the subject matter hereof. Any representations, provisions, undertakings, or conditions hereof not contained herein shall be of no effect and shall not be binding on either party.

## 9.8 Force Majeure

Neither party shall be liable or deemed to be in default for any delay or failure to perform under this EMPLOYMENT AGREEMENT resulting, directly or indirectly, from any cause beyond reasonable control, including, but not limited to war, fire, riot, insurrection, and acts of God.

## 9.9 Applicability of Personnel Policies and Resolutions

Except where specifically abridged or modified by this agreement, personnel policies as defined and set forth for employees of the City of East Bethel shall apply to this Employee.

## 9.10 Other Terms and Conditions of Employment

- a. The City Council and the Employee may mutually agree to any other terms and conditions of employment of Employee as they mutually deem appropriate from time-to-time provided such terms and conditions are not inconsistent with the provisions of this agreement, the laws of the State of Minnesota, the ordinances of the City, or any other applicable laws.
- b. All provisions of the City Code, and regulations and rules of the City relating to fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to the Employee as they would to other employees of the City, except as herein provided.

## 9.11 Notices

- a. Address of Record. Each party agrees to keep the other informed of an address of record for correspondence and notices under this Agreement, as well as relevant telephone numbers for oral notices.

b. Initial Address. The initial address of record for each party shall be:

**The City:** City of East Bethel  
2241 221<sup>st</sup> Avenue NE  
East Bethel, MN 55011  
Attention: Mayor of East Bethel

**Copy to:** Eckberg Lammers P.C.  
1809 Northwestern Avenue  
Stillwater, MN 55082  
Attention: East Bethel City Attorney

**The Employee:** Address on File in Human Resources department

c. Change of Address. Each party's address of record shall be that which is specified in subsection "b." above until and unless the other party receives notification of change in writing. Each party will promptly notify the other of any such change.

d. Future Notices. If notice of a change of address is properly given in writing pursuant to this Section, all future notices hereunder shall be given to the new name and/or address specified in the most recent such notice properly given.

e. Other Required Notices. Notice required by operation of an applicable code, statute, ordinance or regulation shall be given as required therein, but a duplicate copy of such notice shall be given as specified in paragraph "f." or "g." below.

f. Delivery of Notices. Notices pursuant to this Agreement may be given by deposit in the custody of the United States Postal Service, postage prepaid, certified or registered mail, return receipt requested. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial process.

g. Effective Date. Notice shall be deemed given as of the date of personal service or three (3) days following the date of deposit of such written notice in the course of transmission in the United States Postal Service, properly addressed and mailed as required herein.

IN WITNESS WHEREOF, the City of East Bethel, Minnesota on a vote of its City Council has caused this EMPLOYMENT AGREEMENT to be signed and executed in its behalf by its Mayor and duly attested by its Deputy Clerk and the Employee has signed this EMPLOYMENT AGREEMENT, both in duplicate, day and years first written above.

City of East Bethel:

Employee:

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Kevin B. Lewis, Mayor

ATTEST:

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Carrie Frost, Administrative Coordinator

Approved as to form:

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East Bethel City Attorney

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** December 9<sup>th</sup>, 2024

**Agenda Item Number:** 8.0 G.1

**Agenda Item:** Approve Anoka County Broadband Grant Agreement

**Background Information:**

Request to approve the Grant Agreement with Anoka County to receive \$1,019,800 for Broadband expansion. Federal guidelines require this agreement to be finalized before December 31, 2024 to be eligible to utilize the dollars. Project completion is required by end of 2026.

In 2023, Anoka County designated ARPA dollars to be used for broadband expansion in areas of Anoka County that are currently underserved with high speed internet connection. Midco assembled a project that included the communities of East Bethel, Bethel and Linwood. Conditional on the grant acceptance was a joint powers agreement between the 3 communities and Midco, to manage the project. After discussing with Staff, it was determined that East Bethel would provide the project management to help facilitate the receipt of grant dollars and completion of the project.

**Recommendation:** City Council should review the attachments, and consider approving the receipt of grant dollars.

**Attachments:**

1. Resolution 2024-93
2. Location Map
3. Impacted Addresses
4. Subrecipient Grant Agreement

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2024-93**

**RESOLUTION ACCEPTING ANOKA COUNTY BROADBAND GRANT**

**WHEREAS**, Anoka County has designated American Rescue Plan Act (ARPA) dollars to be used for broadband expansion in underserved areas of Anoka County: and

**WHEREAS**, East Bethel has been identified with areas that meet the qualification of being underserved and is eligible to receive \$1,019,800 from Anoka County under a grant agreement between the County and the City, as part of a project in which the City of East Bethel will join with the City of Bethel and the Township of Linwood and manage a project that benefits all three communities; and

**WHEREAS**, the Midco has submitted a project plan to install fiber broadband; and

**WHEREAS**, it is appropriate to accept and receive the Anoka County Grant dollars to facilitate a project expanding broadband within and for East Bethel, Bethel, and Linwood;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:**

The City accepts, and the City Administrator and Mayor are authorized to enter into, the American Rescue Plan Act (ARPA) Broadband Infrastructure Grant Program, Subrecipient Agreement between the County of Anoka and the City of East Bethel, Contract Number C0011270, in the amount of \$1,019,800.

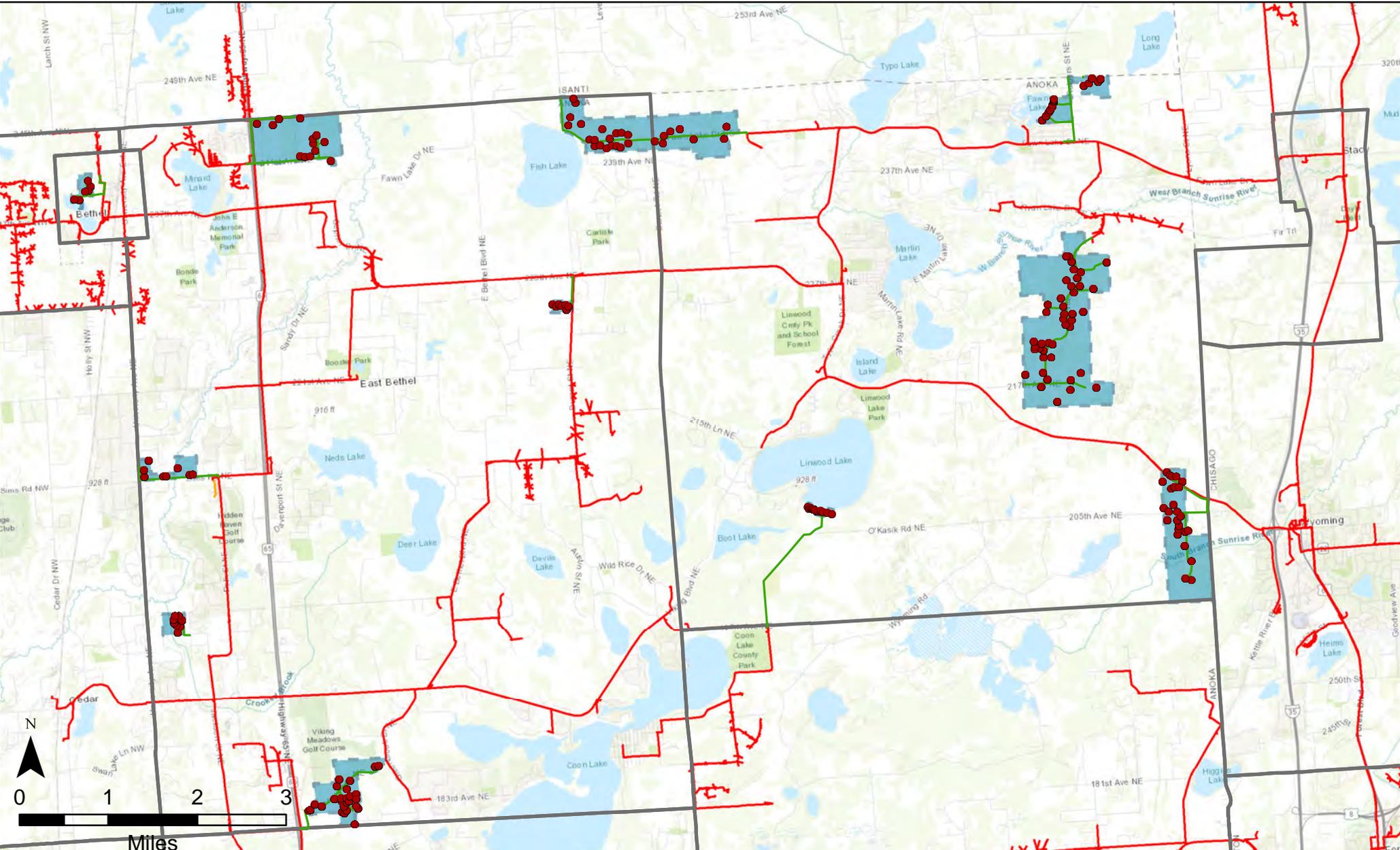
Adopted this 9<sup>th</sup> day of December, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator



# Midco Linwood, Bethel & East Bethel

City Council Packet, page 206

- Legend**
- Address
  - Proposed Construction
  - Fiber - Leased
  - Fiber - Current
  - Grant Request Area
  - City/Township Boundaries

Project Name	Address	City	Housin Provider Name	Technolog	max_adver	max_adver	Speed	Pre-Investment	Un/Underserved	Maximum Download Spc
Midco East Bethel	1654 245TH AVE NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1821 241ST AVE NE	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1853 241ST AVE NE	BETHEL	1 T-Mobile US	71	100	20	100/20	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1919 241ST AVE NE	BETHEL	1 CenturyLink	10	0	0	0/0	Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	2080 241ST AVE NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Bethel	213 SAINT FRANCIS AVE NW	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	23939 HIGHWAY 65 NE BLDG 2	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24180 LONDON ST NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24221 DURANT ST NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24230 LONDON ST NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24231 LONDON ST NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24254 LONDON ST NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24261 DURANT ST NE	BETHEL	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24301 LONDON ST NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24317 DURANT ST NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24425 DURANT ST NE	BETHEL	1 CenturyLink	10	40	3	40/3	Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24451 HASTINGS ST NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24463 DURANT ST NE	BETHEL	1 CenturyLink	10	40	3	40/3	Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24480 BALTIMORE ST NE	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Bethel	287 SAINT FRANCIS AVE NW	BETHEL	1 CenturyLink	10	100	10	100/10	Wireline	Underserved	5000/5000 Mbps
Midco Bethel	291 SAINT FRANCIS AVE NW	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Bethel	297 SAINT FRANCIS AVE NW	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Bethel	318 SAINT FRANCIS AVE NW	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Bethel	348 SAINT FRANCIS AVE NW	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4423 FAWN LAKE DR NE	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4482 FAWN LAKE DR NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4516 FAWN LAKE DR NE	BETHEL	2 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4525 FAWN LAKE DR NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4545 FAWN LAKE DR NE	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4546 FAWN LAKE DR NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4610 FAWN LAKE DR NE	BETHEL	2 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4611 FAWN LAKE DR NE	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4644 FAWN LAKE DR NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4645 FAWN LAKE DR NE	BETHEL	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4710 FAWN LAKE DR NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4715 FAWN LAKE DR NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4751 FAWN LAKE DR NE	BETHEL	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4796 FAWN LAKE DR NE	BETHEL	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	103 SIMS RD NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1516 BRIARWOOD LN NE	CEDAR	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps

Project Name	Address	City	Housin Provider Name	Technolog	max_adver	max_adver	Speed	Pre-Investment	Un/Underserved	Maximum Download Spc
Midco East Bethel	1530 BRIARWOOD LN NE	CEDAR	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1563 BRIARWOOD LN NE	CEDAR	1 VERIZON	71	50	5	50/5	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1630 BRIARWOOD LN NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1740 BRIARWOOD LN NE	CEDAR	1 CenturyLink	10	10	1	10/1	Wireline	Unserved	5000/5000 Mbps
Midco East Bethel	18142 JENKINS ST NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1821 BRIARWOOD LN NE	CEDAR	1 CenturyLink	10	0	0	0/0	Wireline	Unserved	5000/5000 Mbps
Midco East Bethel	18233 JENKINS ST NE	CEDAR	1 CenturyLink	10	0	0	0/0	Wireline	Unserved	5000/5000 Mbps
Midco East Bethel	18245 JENKINS ST NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1826 183RD AVE NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	18324 JENKINS ST NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	18358 JENKINS ST NE	CEDAR	1 VERIZON	71	300	20	300/20	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1840 183RD AVE NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1860 183RD AVE NE	CEDAR	1 T-Mobile US	71	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1863 183RD AVE NE	CEDAR	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1872 BRIARWOOD LN NE	CEDAR	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1876 183RD LN NE	CEDAR	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1879 183RD LN NE	CEDAR	1 T-Mobile US	71	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1908 183RD LN NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1913 183RD LN NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1925 BRIARWOOD LN NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1926 BRIARWOOD LN NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1935 183RD LN NE	CEDAR	1 VERIZON	71	300	20	300/20	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	1938 183RD LN NE	CEDAR	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	19924 JEFFERSON ST NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	19958 JEFFERSON ST NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	19964 JEFFERSON ST NE	CEDAR	1 T-Mobile US	71	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	20008 JEFFERSON ST NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	20011 JEFFERSON ST NE	CEDAR	1 VERIZON	71	50	5	50/5	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	20024 JEFFERSON ST NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	20037 JEFFERSON ST NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	20038 JEFFERSON ST NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	2131 BRIARWOOD LN NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	21397 UNIVERSITY AVENUE EXT NE	CEDAR	1 CenturyLink	10	140	20	140/20	Wireline	Served	5000/5000 Mbps
Midco East Bethel	21445 UNIVERSITY AVENUE EXT NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	2211 BRIARWOOD LN NE	CEDAR	1 CenturyLink	10	10	1	10/1	Wireline	Unserved	5000/5000 Mbps
Midco East Bethel	4047 226TH LN NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4093 226TH LN NE	CEDAR	1 VERIZON	71	300	20	300/20	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4125 226TH LN NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4141 226TH LN NE	CEDAR	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	4148 226TH LN NE	CEDAR	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps

Project Name	Address	City	Housin Provider Name	Technolog	max_adver	max_adver	Speed	Pre-Investment	Un/Underserved	Maximum Download Spc
Midco East Bethel	4173 226TH LN NE	CEDAR	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	455 SIMS RD NE	CEDAR	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	517 SIMS RD NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	629 SIMS RD NE	CEDAR	1 CenturyLink	10	10	1	10/1	Wireline	Unservd	5000/5000 Mbps
Midco East Bethel	725 SIMS RD NE	CEDAR	1 CenturyLink	10	40	3	40/3	Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	737 SIMS RD NE	CEDAR	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	21725 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	21764 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	21930 HEIDELBERG ST NE	STACY	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	21971 SUNRISE RD NE	STACY	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	21977 HEIDELBERG ST NE	STACY	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22001 HEIDELBERG ST NE	STACY	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22030 HEIDELBERG ST NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22044 HEIDELBERG ST NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22048 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22051 SUNRISE RD NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22062 HEIDELBERG ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22086 HEIDELBERG ST NE	STACY	1 FRONTIER	10	10	1	10/1	Wireline	Unservd	5000/5000 Mbps
Midco Linwood	22205 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22216 SUNRISE RD NE	STACY	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22267 SUNRISE RD NE	STACY	1 VERIZON	71	10	1	10/1	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22280 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22311 SUNRISE RD NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22340 SUNRISE RD NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22350 SUNRISE RD NE	STACY	1 FRONTIER	10	10	1	10/1	Wireline	Unservd	5000/5000 Mbps
Midco Linwood	22356 SUNRISE RD NE	STACY	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22374 SUNRISE RD NE	STACY	1 FRONTIER	10	10	1	10/1	Wireline	Unservd	5000/5000 Mbps
Midco Linwood	22411 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22426 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22503 SUNRISE RD NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22513 SUNRISE RD NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22530 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22579 SUNRISE RD NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22614 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22630 SUNRISE RD NE	STACY	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22655 SUNRISE RD NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22707 SUNRISE RD NE BLDG 2	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22710 SUNRISE RD NE	STACY	1 FRONTIER	10	10	1	10/1	Wireline	Unservd	5000/5000 Mbps
Midco Linwood	22770 SUNRISE RD NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	22830 SUNRISE RD NE BLDG 2	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps

Project Name	Address	City	Housin Provider Name	Technolog	max_adver	max_adver	Speed	Pre-Investment	Un/Underserved	Maximum Download Spc
Midco Linwood	23020 SUNRISE RD NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	24047 SUNSET RD NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	24100 RUTGERS ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	24152 RUTGERS ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	24176 RUTGERS ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	24204 RUTGERS ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	24230 RUTGERS ST NE	STACY	1 FRONTIER	10	10	1	10/1	Wireline	Unservd	5000/5000 Mbps
Midco Linwood	24234 RUTGERS ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	24272 RUTGERS ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	24302 RUTGERS ST NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	5040 FAWN LAKE DR NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	5159 FAWN LAKE DR NE	STACY	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	5189 FAWN LAKE DR NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	5251 FAWN LAKE DR NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	5370 FAWN LAKE DR NE	STACY	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	5640 FAWN LAKE DR NE	STACY	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco East Bethel	5711 FAWN LAKE DR NE BLDG 2	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8336 217TH AVE NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8520 217TH AVE NE	STACY	1 VERIZON	71	10	1	10/1	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8631 217TH AVE NE	STACY	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8634 217TH AVE NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8640 217TH AVE NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8645 217TH AVE NE	STACY	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8858 245TH AVE NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	8940 245TH AVE NE	STACY	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9020 245TH AVE NE	STACY	1 FRONTIER	10	10	1	10/1	Wireline	Unservd	5000/5000 Mbps
Midco Linwood	9060 245TH AVE NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9170 245TH AVE NE	STACY	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	19963 HORNSBY ST NE	WYOMING	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	19964 HORNSBY ST NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	20039 HORNSBY ST NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	20148 HORNSBY ST NE	WYOMING	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	20262 HORNSBY ST NE	WYOMING	1 T-Mobile US	71	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	20314 HORNSBY ST NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	20321 HORNSBY ST NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	20370 HORNSBY ST NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	20410 HORNSBY ST NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6225 207TH AVE NE	WYOMING	1 T-Mobile US	71	100	20	100/20	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6229 207TH AVE NE	WYOMING	1 T-Mobile US	71	100	20	100/20	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6231 207TH AVE NE	WYOMING	2 T-Mobile US	71	100	20	100/20	Not Wireline	Underserved	5000/5000 Mbps

Project Name	Address	City	Housin Provider Name	Technolog	max_adver	max_adver	Speed	Pre-Investment	Un/Underserved	Maximum Download Spc
Midco Linwood	6251 207TH AVE NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6257 207TH AVE NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6265 207TH AVE NE	WYOMING	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6315 207TH AVE NE	WYOMING	1 VERIZON	71	10	1	10/1	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6327 207TH AVE NE	WYOMING	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6333 207TH AVE NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6337 207TH AVE NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6355 207TH AVE NE	WYOMING	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6415 207TH AVE NE	WYOMING	1 T-Mobile US	71	100	20	100/20	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	6451 207TH AVE NE	WYOMING	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9401 205TH AVE NE	WYOMING	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9418 205TH AVE NE	WYOMING	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9431 VIKING BLVD NE	WYOMING	1 T-Mobile US	71	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9455 VIKING BLVD NE	WYOMING	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9460 VIKING BLVD NE	WYOMING	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9471 205TH AVE NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9473 VIKING BLVD NE	WYOMING	1 HughesNet	60	25	3	25/3	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9480 205TH AVE NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9490 VIKING BLVD NE	WYOMING	1 T-Mobile US	71	0	0	0/0	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9507 205TH AVE NE	WYOMING	1 Starlink	61	220	25	220/25	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9517 205TH AVE NE	WYOMING	1 Viasat, Inc.	60	100	4	100/4	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9535 VIKING BLVD NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9554 VIKING BLVD NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9555 VIKING BLVD NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9560 205TH AVE NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps
Midco Linwood	9560 VIKING BLVD NE	WYOMING	1 Nextera Wireless	70	1000	1000	1000/1000	Not Wireline	Underserved	5000/5000 Mbps

AMERICAN RESCUE PLAN ACT (ARPA)  
BROADBAND INFRASTRUCTURE GRANT PROGRAM

SUBRECIPIENT AGREEMENT

between

THE COUNTY OF ANOKA

AND

THE CITY OF EAST BETHEL

This Project Agreement (**hereinafter referred to as the "Agreement"**) is entered into as of the last date executed below, between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Ave., Anoka, MN 55303 (hereinafter referred to as the "County"), and the City of East Bethel, a municipal corporation under the laws of the State of Minnesota, 2241 221<sup>st</sup> Ave NE, East Bethel, MN 55101 (hereinafter referred to as the "Agency"):

RECITALS

- A. The County of Anoka is a Grantee of certain federal funds under the American Rescue Plan Act (ARPA), Public Law 117-2, signed into law on March 11, 2021, and all implementing rules and regulations applicable to the State and Local Fiscal Recovery Fund (SLFRF), CFDA number 21.027, established under ARPA.
- B. On October 22, 2024, the Anoka County Board of Commissioners authorized the County Administrator and Chair of the Anoka County Board to enter into an agreement for the allocation of American Rescue Plan Act – State and Local Fiscal Recovery Funds for broadband expansion, being distributed under the Revenue Loss Category.
- C. The City of East Bethel has received a proposal from Midco, an internet service provider (ISP), seeking assistance funding broadband infrastructure expansion and improvement in the Cities of East Bethel and Bethel, and the Township of Linwood to 177 un/underserved addresses.
- D. The County will provide the Agency an amount up to \$1,019,800 as a reimbursement to the City of East Bethel to provide Broadband infrastructure improvements, consistent with the guidance promulgated by the U.S. Department of Treasury to un/underserved addresses.
- E. The Agency agrees to enter into agreements with the City of Bethel and Township of Linwood to provide funding for broadband expansion and improvement under this agreement within their respective boundaries.
- F. The Agency agrees to enter into an agreement with a provider to build out the Broadband Infrastructure with consistent and reliable broadband services with upload and download speeds of at least 100 Mbps to unserved and underserved addresses within the boundaries of the City of East Bethel, and within the boundaries of the City of Bethel and the Township of Linwood, to the extent authorized by agreements between the Agency and said municipalities.

- G. The Agency will submit for reimbursement of one-half of the agreed upon amount when the project is 50% complete, and the final half of the agreed upon amount upon completion of the project, no later than October 31, 2026.
- H. The parties acknowledge the intended outcome of this program under ARPA-SLFRF is to promote the implementation of broadband infrastructure investments and provide service to unserved or underserved households or businesses within Anoka County.
- I. The attached exhibits as listed below are hereby incorporated in this Agreement and made a part hereof:

PART I.	GENERAL CONDITIONS
PART II.	FEDERAL AND LOCAL PROGRAM APPLICATION AND REQUIREMENTS
PART III.	EVALUATION AND RECORD KEEPING
Attachment A	Insurance Requirements
Exhibit A	Disbursement Request Form
Exhibit B	Required Federal Clauses for Subcontractors
<u>Appendices:</u>	
Appendix A	Byrd Anti-Lobbying Certification
Appendix B	Debarment/Suspension Certification
Appendix C	Certification of Non-Conflict of Interest
Appendix D	Socioeconomic Report Form

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PART I. GENERAL CONDITIONS

1. SCOPE OF AGREEMENT

- a. ARPA funds available to the Agency through this Agreement constitute a reimbursement to the Agency for the completion of the project, which includes the Agency contracting with a provider to build-out broadband infrastructure to unserved and underserved addresses within the Agency's boundaries. This Agreement includes terms and conditions that are imposed on the Agency, and the Agency agrees to carry out its obligations in compliance with all of the obligations described in this Agreement.
- b. The Agreement between the parties shall consist of the signature page, the general conditions; the program requirements; the evaluation and record keeping requirements, each and every project exhibit incorporated into the Agreement; disbursement form with outcome and reporting data, all matters and laws incorporated by reference herein; and any written amendments made according to the general conditions. This Agreement supersedes any and all former agreements applicable to projects attached as exhibits to this Agreement.

2. SCOPE OF SERVICES

The Agency shall perform and carry out in a satisfactory and proper manner the services set forth in the Agreement and all Exhibits/Appendices attached hereto. In the case of multiple projects, each project shall correspond to a separate exhibit. This Agreement may be amended from time to time, in accordance with the general conditions, for the purpose of adding new projects, amending the scope of work, or for any other lawful purpose.

3. INCORPORATION OF RECITALS, EXHIBITS

The Recitals set forth in this Agreement, and all Exhibits and appendices attached are hereby incorporated by reference as if set forth in full in the body of this Agreement. All references hereafter to **the "Agreement"** shall refer collectively to all contract documents, including those incorporated by reference.

4. COMMENCEMENT AND COMPLETION OF PROJECTS

The Agency will be responsible to contract with a qualified vendor to perform proper services to implement the project in a successful and timely manner. The Project must be complete and final disbursement request made **by October 31, 2026. The contracting process should follow the Agency's** procurement requirements in accordance with Minnesota State Statutes.

5. ADMINISTRATION

- a. The Agency shall appoint a liaison person who shall be responsible for overall administration of the project in coordination with the County. The Agency shall also designate one or more representatives who shall be authorized to sign the *Disbursement Request Form*. The name of the authorized representative shall be specified in Exhibit A.

6. COMPENSATION AND METHOD OF PAYMENT

- a. The County shall reimburse the Agency for the services specified in the exhibits in an amount specified by this agreement and set forth in Exhibit A. Reimbursement requests shall be submitted on a *Disbursement Request Form*, signed by the Agency's authorized representative and must include all required supporting documentation for outcome data and reports consistent with the federal funding requirements.
- b. The Agency must submit a properly executed *Disbursement Request Form* to the County. The County will make payment to the Agency not more than thirty (30) days after said invoice and required supporting documentation are received and approved by Anoka County. It is the

**Agency's sole** responsibility to conduct its business and engage in services/contracts. The County will issue a statement of correction voucher in the event the voucher request is erroneous. Payment does not constitute absolute approval.

- c. Federal law requires that the federal funds allocated to this project must be disbursed no later than December 31, 2026. The County requires Agency reimbursement requests to be completed no later than October 31, 2026 (as specified in Exhibit A). Any funds committed but not spent by the end of this **Agreement's** term may not be reimbursed to the Agency by the County.

7. OPERATING BUDGET

The Agency shall apply the funds received from the County under this Agreement in accordance with the requirements of this Agreement and the Exhibits attached hereto.

8. MODIFICATIONS / AMENDMENTS

Either party may request modifications in the scope of services, terms, or conditions of this Agreement. Proposed modifications that are mutually agreed upon shall only be valid if incorporated by written amendment to this Agreement. A written amendment may affect a project or projects authorized by this Agreement or may be of general application. In no way, will the amount of reimbursement be adjusted within this agreement.

9. ASSIGNMENT AND SUBCONTRACTING

- a. The Agency shall not assign any portion of this Agreement without the written consent of the County.
- b. Any work or services assigned or subcontracted hereunder shall be subject to each provision of this Agreement and proper bidding procedures contained therein. The Agency agrees that it is as fully responsible to the County for the acts and omissions of its contractors and subcontractors and of their employees and agents, as it is for the acts and omissions of its own employees and agents.
- c. Agency must include required federal clauses in any subcontracts or lower tier contracts using federal funds, in such form as contained in the application and set forth in Exhibit B.

10. HOLD HARMLESS AND INDEMNIFICATION

- a. The Agency shall, to the greatest extent permitted by law, hold harmless, indemnify, and defend the County, its commissioners, officers, agents and employees against any and all claims, **expenses (including attorneys' fees), losses, damages or lawsuits for damages** arising from or related to the services to be provided under this Agreement, including but not limited to the negligence of the Agency or any contractors/subcontractors, entities, or persons for which the Agency is legally responsible.
- b. The Agency further agrees that it is financially responsible (liable) for any audit exception that occurs due to its negligence or failure to comply with the terms of the Agreement.

11. INSURANCE

- a. Agency agrees that, at all times during this Contract in order to protect itself as well as the County under Section 10. HOLD HARMLESS AND INDEMNITY, it will have and keep in force the insurance, and will comply with the terms and conditions, specified in Attachment A.
- b. Agency agrees to notify the County about any claim made against Agency related to services provided under this contract.

- c. Agency will allow the County to examine records related to a claim related to services provided to an individual or family pursuant to a Purchase of Service Agreement under this contract.

## 12. CONFLICT OF INTEREST

- a. Interest of Officers, Employees, or Agents - No employee, agent, consultant, officer, or elected or appointed official of the Agency who exercises any functions or responsibilities with respect to Grant Program activities assisted under this Program or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.
- b. Interest of Subcontractor and Their Employees - The Agency agrees that it will execute the required Certification of Non-Conflict of Interest attached as an Appendix to this Agreement, and will incorporate into every subcontract required to be in writing and made pursuant to this Agreement the following provisions:

*The Contractor covenants that no person who presently exercises any functions or responsibilities in connection with the Grant Program has any personal financial interest, direct or indirect, in this Contract. The Contractor further covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Contract no person having any conflicting interest shall be employed. Any interest on the part of the Contractor or his employees must be disclosed to the Agency and the County.*

## 13. DATA PRIVACY

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the Provider's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes 2003, Section 13.01 et seq. or any other applicable State statutes and any State rules adopted to implement the Act, as well as State statutes and Federal regulations on data privacy. The Provider agrees to abide by these statutes, rules, and regulations and as they may be amended.

## 14. TERMINATION

- a. Termination for Cause. This Agreement is subject to termination upon thirty (30) days written notice by the County should:
  - (1) The Agency mismanage or make improper or unlawful use of Agreement funds;
  - (2) The Agency fail to comply with the terms and conditions expressed herein or the applicable regulations and directives of the Federal Government, State, or County;
  - (3) The Agency fail to provide work or services expressed by this Agreement; or
  - (4) The Agency fail to submit reports or submit incomplete or inaccurate reports in any material respect.
- b. Termination for Convenience. The County may terminate this contract, in whole or in part, at any time by written notice to the Agency when it is in the Government's best interest. The Agency shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Agency shall promptly submit its termination claim to County

to be paid the Agency. If the Agency has any property in its possession belonging to the County, the Agency will account for the same, and dispose of it in the manner the County directs.

- c. This Agreement may be terminated by the County immediately upon the receipt by the County of notice of the loss of federal funding for the Broadband Infrastructure Program or any project of the Agency.
- d. Otherwise, this Agreement shall terminate on the latest termination date specified on the Exhibit(s) attached hereto and shall be subject to extension only by mutual agreement and amendment in accordance with the General Conditions of this Agreement except the County may terminate the agreement if funds are not expended as required.
- e. Upon termination of this Agreement, any unexpended balance of Agreement funds shall remain in the County unless/until reallocated by the County or returned to Treasury.
- f. In the event that termination occurs under paragraph a (1) of this section, the Agency shall return to the County all funds which were expended in violation of the terms of this Agreement.

## PART II. FEDERAL AND LOCAL PROGRAM REQUIREMENTS

### 1. GENERAL REQUIREMENTS

The Agency shall comply with the American Rescue Plan Act (ARPA), Public Law 117-2, signed into law on March 11, 2021, and all implementing rules and regulations applicable to the Coronavirus State Fiscal Recovery Fund (CSFRF) and the Coronavirus Local Fiscal Recovery Fund (CLFRF), CFDA number 21.027, established under the American Rescue Plan Act.

### 2. PROCUREMENT STANDARDS

In awarding contracts pursuant to this Agreement, the Agency shall comply with all applicable requirements of local and state law for awarding contracts, including but not limited to procedures for competitive bidding, contractor's bonds, and retained percentages. In addition, the Agency shall comply with the requirements of the U.S. Office of Management and Budget Code of Federal Regulations 2 CFR part 200 as appropriate, relating to bonding, insurance and procurement standards; and with Executive Order 11246 regarding nondiscrimination bid conditions for projects over Ten Thousand and no/100 Dollars (\$10,000.00). Where federal standards differ from local or state standards, the stricter standards shall apply. The federal standard of Ten Thousand and no/100 Dollars (\$10,000.00) for competitive bidding shall apply only if the applicable state or local standard for competitive bidding is less strict than Ten Thousand and no/100 Dollars (\$10,000.00).

### 3. ENVIRONMENTAL REVIEW

- a. NEPA Exemption - Pursuant to U.S. Treasury guidance, a National Environmental Policy Act (NEPA) exemption is in place for the administration of ARPA funds. Agency may still be subject to NEPA review if it also receives funding from other federal financial assistance programs where no exemption applies.
- b. State Environmental Policy Act - Agencies that are branches of government under Minnesota Law, retain responsibility for fulfilling the requirements of the State Law regarding environmental policy and conservation, and regulations and ordinances adopted thereunder. If the agency is not a branch of government under Minnesota Law, the County may require the agency to furnish data, information and assistance as necessary to enable the County to comply with the State Environmental Policy Act.

### 4. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

No Obligation by the Federal Government. The Purchaser and Agency acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Agency, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Agency agrees to include the above clause in each subcontract financed in whole or in part with ARPA federal funding. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

This is an acknowledgement that FEMA (ARPA) financial assistance will be used to fund all or a portion of the above-referenced contract. By accepting this contract, the Agency agrees to comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives. The federal requirements made part of the underlying contract between Anoka County and Agency must also be included in any subcontracts or lower tier contracts using federal funds, in such form as contained in Exhibit B.

6. LOBBYING

The Lobbying requirements mandate the maximum flow down at every contracting tier, pursuant to Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352(b)(5).

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Agencies who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Required Certification. If applicable, Agency must sign and submit to the non-federal entity the certification attached hereto as an Appendix.

*(To be submitted with each contract exceeding \$100,000)*

7. CLEAN AIR ACT AND WATER POLLUTION CONTROL ACT

Clean Air: The Agency agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Agency agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to the appropriate EPA Regional Office.

The Agency also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided to the County under ARPA.

Federal Water Pollution Control Act:

The Agency agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

The Agency agrees to report each violation to the (name of the applicant entering into the contract) and understands and agrees that the (name of the applicant entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

*By entering into this agreement, the Agency agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided through ARPA.*

#### 8. SUSPENSION AND DEBARMENT

- a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Agency is required to verify that none of the Agency's **principals (defined at 2 C.F.R. § 180.995)** or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
- c. This certification is a material representation of fact relied upon Agency/contractor. If it is later determined that the Agency did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

#### 9. PROCUREMENT OF RECOVERED MATERIALS

In the performance of this contract, the Agency shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

Information about this requirement, along with the list of EPA- **designated items, is available at EPA's** Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The Agency also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

#### 10. DOMESTIC PREFERENCES FOR PROCUREMENTS

- a. As appropriate and to the extent consistent with federal law, including 2 C.F.R. § 200.322, the Agency should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- b. For purposes of this section:

- i. **“Produced in the United States”** means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- ii. **“Manufactured products”** means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

#### 11. SOCIOECONOMIC AFFIRMATIVE STEPS (2 C.F.R. § 200.321)

In the performance of this contract, the Agency must take all necessary affirmative steps to make sure small and minority businesses, women-owned enterprises, and labor surplus area firms are used when possible (see [PDAT Field Manual](#) for definitions). Affirmative steps must include at least the following six steps:

- (1) **Placing qualified small and minority businesses and women’s business enterprises on bidding/solicitation lists;**
- (2) **Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;**
- (3) **Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;**
- (4) **Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;**
- (5) **Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and**
- (6) **Requiring all subcontractors (if subcontracts are permitted) to take the same affirmative steps as listed in numbers 1 through 5 above.**

*The Agency and Contractors must complete a Socioeconomic Report Form or otherwise demonstrate activities relevant to the above affirmative requirements.*

#### 12. DHS SEAL, LOGO, AND FLAGS

The Agency shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

#### 13. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The Agency acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Agency’s **actions pertaining to this contract.**

#### 14. CIVIL RIGHTS REQUIREMENTS

The following requirements apply to all underlying contracts. The Agency also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance, modified only if necessary to identify the affected parties.

- a) **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, the Agency agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability.

- b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623, the Agency agrees to refrain from discrimination against present and prospective employees for reason of age.
- c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Agency agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities.

15. BREACHES AND DISPUTE RESOLUTION

- a. Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of County. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Agency mails or otherwise furnishes a written appeal to the County Purchasing Manager. In connection with any such appeal, the Agency shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the County Purchasing Manager shall be binding upon the Agency and the Agency shall abide by the decision.
- b. Performance During Dispute - Unless otherwise directed by County, Agency shall continue performance under this Contract while matters in dispute are being resolved.
- c. Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.
- d. Venue - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the County and the Agency arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the State of Minnesota, County of Anoka.
- e. Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the County, Officers, agents or contractors shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

16. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

*Contract Work Hours and Safety Standards Act.* The Agency Head shall cause or require the contracting officer to insert the following clauses set forth in paragraphs (1), (2), (3), and (4) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by § 5.5(a) or § 4.6 of part 4 of this title. As used in this paragraph, the terms *laborers* and *mechanics* include watchmen and guards.

- (1) *Overtime requirements.* No Agency or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- (2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the Agency and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Agency and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) *Withholding for unpaid wages and liquidated damages.* The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Agency or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Agency or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) *Subcontracts.* The Agency or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

#### 17. EQUAL EMPLOYMENT OPPORTUNITY

The following equal employment opportunity requirements apply to the underlying contract:

- 1) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623, the Agency agrees to refrain from discrimination against present and prospective employees for reason of age.
- 2) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Agency agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities.
- 3) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, the Agency agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Agency agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

#### 18. HISTORIC PRESERVATION

The Agency shall meet the historic preservation requirements of Public Law 89-665 and the Archeological and Historic Preservation Act of 1974 (Pub. L. 93-291) and Executive Order 11593, including the procedures prescribed by the Advisory Council on Historic Preservation in the Regulations at 36 CFR pt. 800. Activities affecting property listed in or found to be eligible for inclusion in the National Register of Historic Places will be subject to requirements set forth in HUD Environmental Review Procedures at 24 CFR pt. 58.

19. NONPARTICIPATION IN POLITICAL ACTIVITIES

The Agency shall comply with the provisions of the Hatch Act (5 USC Chapter 15).

20. NON-SUBSTITUTION FOR LOCAL FUNDING

The ARPA Funding made available under this Agreement shall not be utilized by the Agency to reduce substantially the amount of local financial support for community development activities below the level of such support prior to the availability of funds under this Agreement.

21. PUBLIC OWNERSHIP

For agencies which are not municipal corporations organized under the laws of the State of Minnesota, it may become necessary to grant the County a property interest where the subject project calls for the acquisition, construction, reconstruction, rehabilitation, or installation of publicly-owned facilities and improvements. The Agency shall comply with current County policy regarding transfer of a property interest sufficient to meet the public ownership requirement.

22. PUBLIC INFORMATION

In all news releases and other public notices related to projects funded under this Agreement, the Agency shall include information identifying the source of funds as the Anoka County Broadband Grant Program.

23. APPLICABLE UNIFORM ADMINISTRATIVE REQUIREMENTS

An Agency (recipients and sub-recipients) including public agencies shall comply with the requirements and standards of the Office of Management and Budget, Code of Federal Regulations 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Regulations available at [www.ecfr.gov](http://www.ecfr.gov) and [www.cfo.gov/cofar](http://www.cfo.gov/cofar).

24. OTHER TERMS AND CONDITIONS OF THE FEDERAL AWARD

A. General Compliance

The Agency shall comply with all applicable provisions of the ARPA, Public Law No. 116-136 that govern the use of Federal funds available under this Agreement. The Agency shall also comply with all other applicable Federal, state and local laws, regulations, and policies that govern the use of the ARPA funds in complying with its obligations under this Agreement, regardless of whether ARPA funds are made available to the Agency on an advance or reimbursement basis.

B. Duplication of Grant Funds

The Agency shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of grant awards for the same or similar expenses of any kind. If Grantee determines grant funds were received for duplicate services/expenses reimbursed by other sources, Agency shall immediately repay Grantee the amount of grant funds awarded for such duplicate activities.

C. Client Data and Other Sensitive Information

The Agency must comply with 2 CFR §200.303 and take reasonable measures to safeguard protected

personally identifiable information, as defined in 2 CFR §200.82, and other information the Grantee designates as sensitive or the Agency considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

#### D. Close-Out

The Agency shall closeout its use of the ARPA funds and its obligations under this Agreement by complying **with the closeout procedures provided by Grantee's Program Administrator. Activities during this close-out period** may include, but are not limited to: making final payments, return of all unused materials, equipment, unspent funds to the Grantee, and determining the custodianship of records. Any close-out responsibilities of the Agency receiving federal grant funds shall survive termination of this Agreement.

### PART III. EVALUATION, AUDIT, RECORD KEEPING

#### 1. EVALUATION / OUTCOMES

The Agency agrees to participate with the County in any evaluation project or performance report, as designed by the County or the appropriate Federal agency, and to make available all information required by any such evaluation process. (See Exhibit A for Outcome Reporting Requirements)

#### 2. ACCESS TO RECORDS / RIGHT TO AUDIT

a. The following access to records requirements apply to this contract:

- (1) The Agency agrees to provide Anoka County, the FEMA (ARPA) Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Agency which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- (2) The Agency agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The Agency agrees to provide the FEMA (ARPA) Administration or his/her authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
- (4) In compliance with the Disaster Recovery Act of 2018, the County of Anoka and the Agency acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA or ARPA Administrator or the Comptroller General of the United States.
- (5) Access to records and documents with respect to all matters covered by this Agreement shall continue during the performance of this Agreement and during the period of retention specified in this Part III.

#### b. Single Audit

The Subrecipient may be audited to verify all or parts of the Subrecipient's Federal awards expended during the respective performance period upon request by federal, state, or local auditors. As needed, **Subrecipient must allow Grantee's Program Administrator, Anoka County, State and Federal Auditors, or any of their authorized representatives (which may include other independent financial analysts) (collectively, "Auditors") access to documentation related to this Agreement and the grant. Subrecipient must allow the Auditors to examine, audit, excerpt, and transcribe any books, documents, papers, records, or other data, which are pertinent to Subrecipient's accounting practices and procedures, and involve transactions relating to this Agreement.**

#### 3. MERGER AND SEVERABILITY

The is the entire Agreement between Grantee and Subrecipient, and it supersedes any oral agreements

and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail. Only written alterations, variations or modifications of the provisions of this Agreement will be valid. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

4. SIGNATURES / COUNTERPARTS

Each person executing this Agreement on behalf of a party represents and warrants that such person is duly and validly authorized to do so on behalf of such party. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which taken together constitutes but one and the same instrument.

5. RETENTION OF RECORDS

Records documenting this CDBG funded project shall be retained by the Agency for five (5) years after completion with all Project requirements, except as follows: (1) Records that are the subject of audit findings shall be retained for five (5) years after such findings have been resolved. (2) Records for nonexpendable property shall be retained for five (5) years after its final disposition. Nonexpendable property is defined in the U.S. Office of Management and Budget Circular No. A-102 or A-110 as appropriate. Records may be kept in either a paper or electronic format.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF ANOKA

CITY OF EAST BETHEL

By: \_\_\_\_\_  
Jim Dickinson  
County Administrator

Signature: \_\_\_\_\_  
City Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mike Gamache,  
County Board Chair

Signature: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Assistant County Attorney

Date: \_\_\_\_\_

## ATTACHMENT A

### INSURANCE REQUIREMENTS

#### 1. INSURANCE

- 1.1. Agency will procure and maintain for the duration of this Agreement (hereinafter referred to as the "Contract"), insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work herein by the Agency, its agents, representatives, employees or subcontractors.
- 1.2. **Commercial General Liability.** Agency will maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined limit of not less than \$1,500,000 each occurrence.
  - 1.2.1. CGL Insurance will be written on ISO occurrence form CG 00 01 96 (or a substitute form providing equivalent coverage), and will cover liability arising from premises, operations, independent Agency, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.
  - 1.2.2. **Anoka County**, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, and all its officers, agents, and consultants, are named as Additional Insured under the Commercial General Liability, using ISO additional insured endorsement CG 20 26 or substitute providing equivalent coverage, and under the commercial umbrella, if any with respect to liability arising out of the Agency's work and services performed for the County. This coverage shall be primary to the Additional Insured.
  - 1.2.3. The County's insurance will be excess of the Agency's insurance and will not contribute to it. The Agency's coverage will contain no special limitations on the scope of protection afforded to the County, its agents, officers, directors, and employees.
  - 1.2.4. **Waiver of Subrogation.** Agency waives all rights against Anoka County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Commercial General Liability or commercial umbrella liability insurance obtained by Agency pursuant to Paragraph 1.1. Agency will obtain an endorsement to affect this waiver.
  - 1.2.5. Prior to the start of this Contract, Agency will furnish Anoka County with a certificate of insurance and copies of the endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Failure of Anoka County to demand such certificate or other evidence of full compliance with the insurance requirements or failure of Anoka County to identify deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Failure to provide the required certificates of insurance and endorsements constitutes a breach of this contract.